

Brisbane South
State Secondary
College

How to Complete BSSSC Enrolment Form

On Desktop

Using Microsoft Edge



Filling out the Form

Step 1: Open the Enrolment Application Form

Click on the corresponding application form.

In-Catchment Enrolments for 2024

Please follow the below link to apply:

- [In-Catchment Application for 2024](#)



Step 2: Enter Details

Enter details into existing boxes. Please ensure that each parent/guardian has a **different** email. E.g.:

Student Details						
Student Given Name	Example First Name					
Student Surname	Example Surname					
Date of Birth	01/01/2000	Gender	Female	<input type="radio"/>	Male	<input checked="" type="radio"/>
Current School of Enrolment	Example State School			Current Year Level	6	
Parent Name 1 (Child Resides with)	Example Parent 1	Parent Name 2	Example Parent 2			
Parent/Carer 1 Address	Example Parent 1 Address	Parent/Carer 2 Address	Example Parent 2 Address			
Parent 1 Email	exampleparent1@exan	Parent 2 Email	exampleparent2@exan			
Parent 1 Contact Number	0400 000 000	Parent 2 Contact Number	0411 111 111			

Under the Enrolment Management Plan, priority will be given to the enrolment of students who reside in the local catchment area. You are required to provide proof that the student's principal place of residence is within the local catchment area. Copies of the following documents must be submitted with the application for an in-catchment student.

Incomplete applications will not be considered for enrolment.

Proof of Identity Documents and Additional Records	Parent/Guardian	Admin Only
Enrolment Application Form Completed and Signed by both parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Signing the Document

Step 1: Select the draw Icon

To sign the document, simply click the 'Draw' Icon on the top left of the screen.



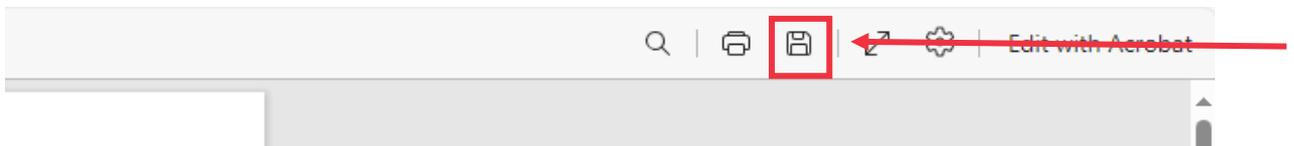


Use the draw pen to sign the document.

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature	abcdef		
Date			

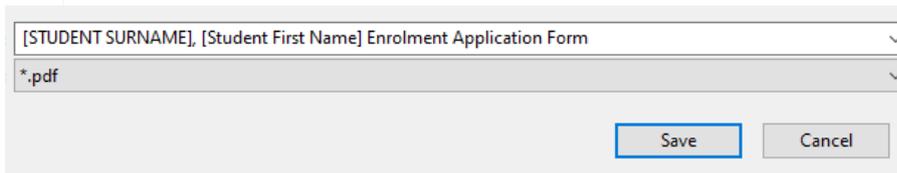
Step 2: Select the Save Icon

Once all information has been completed, select the 'Save' icon:



Step 5: Save the Document

Save the File in the '[STUDENT SURNAME], [Student First Name] Enrolment Application Form' format.



Click 'Save'.

Email the Enrolment Application Form

Attach the document to an email and send to the relevant email address with your student's FULL NAME in the subject line.

In Catchment Enrolments: incatchment@brisbanesouthssc.eq.edu.au

Selective Entry Enrolments: selectiveentry@brisbanesouthssc.eq.edu.au

If you have applied for both in catchment **and** selective entry, please send your enrolment application to the selective entry inbox.

