

Brisbane South State Secondary College

# How to Complete BSSSC Enrolment Form On Mac Using Safari/Google Chrome

### Filling out the Form

#### Step 1: Right Click the Link

Right click on the corresponding application form link.

ur college > In catchment enrolments

## In catchment enrolments



#### In-Catchment Enrolments for 2024

#### Please follow the below link to apply:

In-Catchment Application for 2024

Please note: Copies of documentation listed on the In-Catchment Enrolment Application Checklist must be submitted and emailed as one PDF attachment along with the In-Catchment Enrolment Application Checklist and Enrolment Form. Incomplete applications will not be processed and confidential information will be destroyed. Follow the below links for instructions on scanning documents:

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Print Email

For scanning documents using an iPhone, click here;
 For scanning documents using an Android, click here

Email completed Enrolment Application to In-Catchment Enrolments.

#### Step 2: Download and Save the File

#### Select 'Download Linked File As...'

#### In-Catchment Enrolments for 2024

Please follow the below link to apply:

<ul> <li>In-Catchmer</li> </ul>	nt Application for 2024	
Please note: Cor emailed as one P applications will r	Open Link in New Tab Open Link in New Window Open Link in Tab Group	e In-Catchment Enrolment Application Checklist must be submitted and Eatchment Enrolment Application Checklist and Enrolment Form. Incomplete information will be destroyed. Follow the below links for instructions on
scanning docum	Download Linked File	
For scannir	Download Linked File As	c here;
	AUU LINK TO DOOKING KS	lick here
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Freedland and a lateral		have a free large to
Email completed	Copy Link	hment Enrolments.
In-Catchment :	Share	
If you are applyin		cademies, you will need to refer to the bottom of the In-Catchment Enrolment
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Application Checl		
Blasses and This	Services >	
Please note: This	IS HOLD MILCLE CHUY INCO THE DI	gram. further information will be emailed to parents after submission closing

Save the file in the format of '[STUDENT SURNAME], [Student First Name] Enrolment Application Form' in a relevant place.







#### Step 3: The file will Download

The file will appear at the top right of the screen once you click on the circle symbol with a down arrow in it.

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https://brisbanesouthssc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Enrolments/In-catchment-enrolme			(		Downloads	Clear
Brisbane South State Secondary College The New Standard Department of Education trading as Education Queensiand International (EQI) CRICOS Provider Code: 00008A			al (EQI)	in-catchment-enrolment-c	hecklist-and-application-form-2024	l.pdf 🕲
Our college Enrolmen	ts Curriculu	m Extra-curricular Facilities Calenc	lar and news Our commur	nity Support and resources	International	
Home > Enrolments > Enrolli	ng at our college ゝ	in catchment enrolments				
Enrolling at our college In catchment enrolments			nents		Print Email	
O In catchment enrol						
O Selective entry enro	ments	In-Catchment Enrolments for 2	024			
Please follow the below link to apply:						
		<ul> <li>In-Catchment Application for 2024</li> </ul>				

#### Step 4: Open the Form

You can either double click on the file from the download tab above (circle with downward pointing arrow inside) OR open the file from where you saved it in Finder.

#### **Step 5: Fill the Form Out**

Fill out the form using the built-in mac editor called Preview (the system should open the document using this by default). Please ensure that each parent/guardian has a **different** email.



#### In-Catchment Application for Enrolment Consideration 2024

Student Details								
Student Given Name	Student First Name							
Student Surname	Student Surname							
Date of Birth	01/01/2000	Gender	Female	Ο	Male	ullet		
Current School of Enrolment	Example State School	xample State School			Current Year Level 6			
Parent Name 1 (Child Resides with)	Example Parent 1 Name	Parent Name 2	Example	Parent	2 Nam	e		
Parent/Carer 1 Address	Example Parent 1 Address	Parent/Carer 2 Address	Example	Parent	2 Addr	ess		
Parent 1 Email	exampleparent1@example.com	Parent 2 Email	examplep	arent2@	examp	e.com		
Parent 1 Contact Number		Parent 2 Contact Number	0411 111	111				





#### Signing the Form

#### Step 1: Select the 'Fill and Sign' Icon

Hover over the ribbon at the top of the page until you see the below. Click on the pen icon.



#### Step 2: Select the Signature icon in the ribbon that appears



#### Step 3: Draw your Signature

Click the 'Click Here to Begin' box and then drawing on the Mac's trackpad. Select any key once completed.







#### **Step 4: Select Done**

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	Trackpad	Camera	iPhone		
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	de	rdef			
		0			
	Sign your r	ame on the	trackpad.	-	
Description:	None	0			
Clear			Cancel	Done	

#### Step 5: Insert the signature

The signature will now come under the signature ribbon, like so:



Click on the signature to insert it into the document. We will not accept typed signatures—they must be drawn.

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself	fat		
	rect information on this form may lead to t rrect in every particular, to the best of my l		ment. I believe that the information I
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date			
	abid	Y	
Office use only			



Move the signature into the respective signature field.

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	abidel					
Date	24/04/2024					

#### **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: <a href="mailto:selectiveentry@brisbanesouthssc.eq.edu.au">selectiveentry@brisbanesouthssc.eq.edu.au</a>

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

