

**Brisbane South**  
State Secondary  
College

# How to Complete BSSSC Enrolment Form

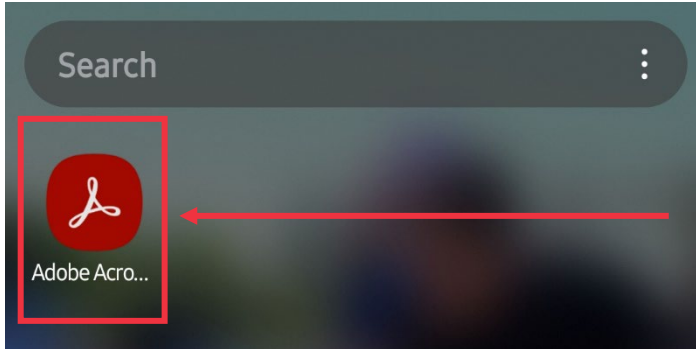
On Android



**Please note that the preferred web browser to fill out the enrolment forms on Android is Google Chrome.**

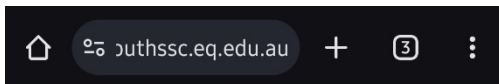
## Step 1: Download the Adobe Acrobat PDF reader

Download the below app and sign in using the preferred method.



## Step 2: Open the Application Form

Click on the corresponding application form. E.g



### In-Catchment Enrolments for 2025

Brisbane South State Secondary College will open in-catchment applications on Wednesday 24 April 2024 for students commencing in Years 7 to 11 in 2025.

Any student whose principal place of residence is within our College catchment is entitled to enrol for a position at our college, subject to the Education (General Provisions) Act 2006. Places will also be reserved for students moving into the College catchment throughout the school year.

2025 Applications will be available on this page, from 9:00am on Wednesday 24 April.

### In-Catchment Enrolments for 2024

For 2024 In-catchment enrolments, please follow the below link:

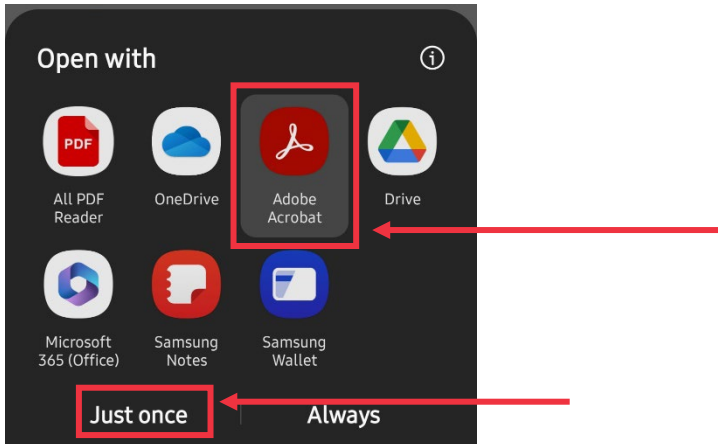
- [In-Catchment Checklist and Enrolment Application \(PDF, 765KB\)](#)

**Please note:** Copies of documentation listed on the In-Catchment Enrolment Application Checklist must be submitted and emailed as one PDF



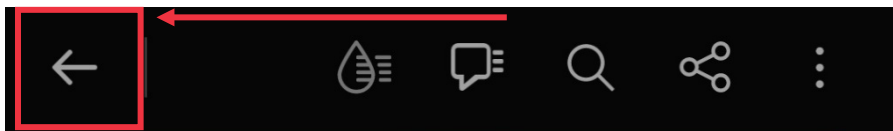


When prompted in which app to open in, select the Adobe Acrobat PDF Reader and then select 'Just once'.

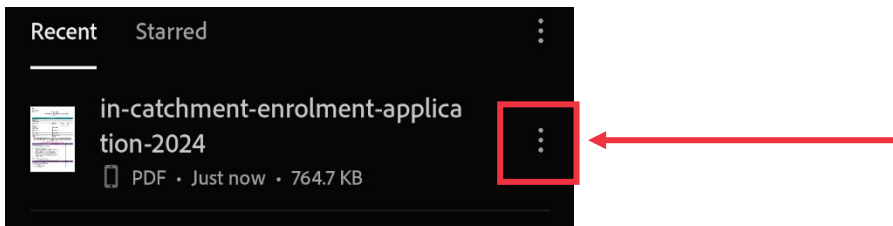


### Step 3: Rename the Document

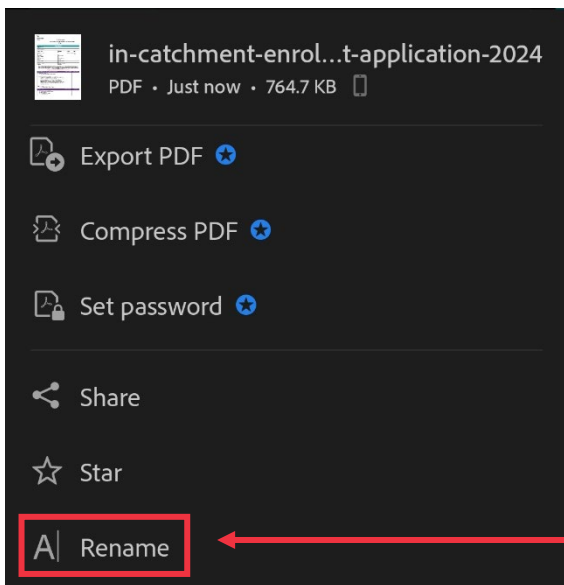
Select the arrow at the top left of the screen.



Select the 3 dots to the right of the screen.



Select 'Rename' and save the name in the '[STUDENT SURNAME], [Student First Name] Enrolment Application Form' format. Select 'Save'.





## Step 4: Fill Out the Form

Fill out the form with **all** relevant information. If the form is not fully completed, we may not be able to process the enrolment application.



### In-Catchment Application for Enrolment Consideration 2024

Student Details			
Student Given Name	Example First Name		
Student Surname	Toomey		
Date of Birth	01/01/2000	Gender	Female <input checked="" type="radio"/> Male <input 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 1
Parent/Carer 1 Address	Example Parent 1 Address	Parent/Carer 2 Address	Example Parent 2 Address
Parent 1 Email	exampleparent1@example.co	Parent 2 Email	exampleparent2@example.com
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.

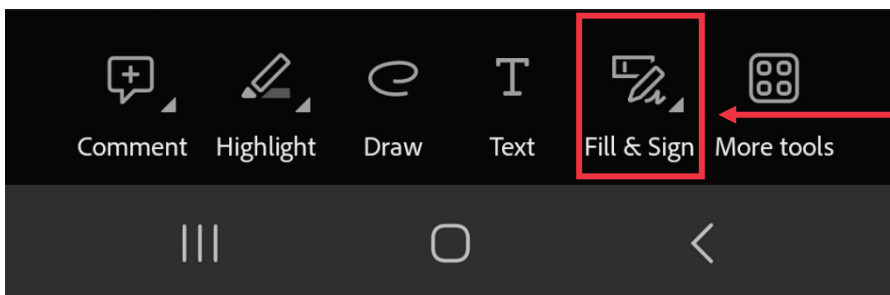
**Incomplete applications will not be considered for enrolment.**

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 Fill & Sign Icon

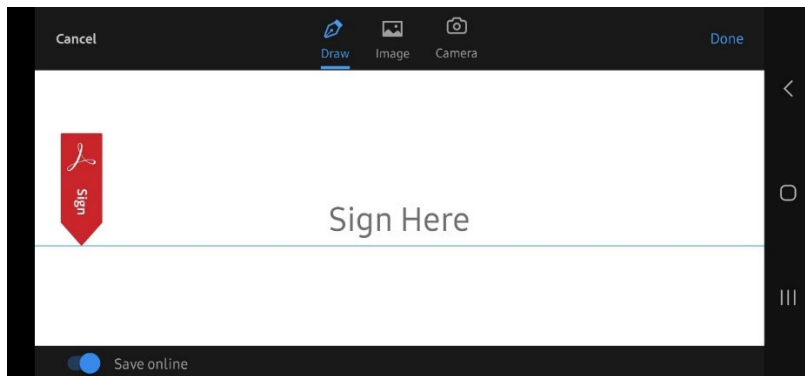
Select the fill & Sign icon at the bottom of the page, then select the pen icon. Select 'Signature'.





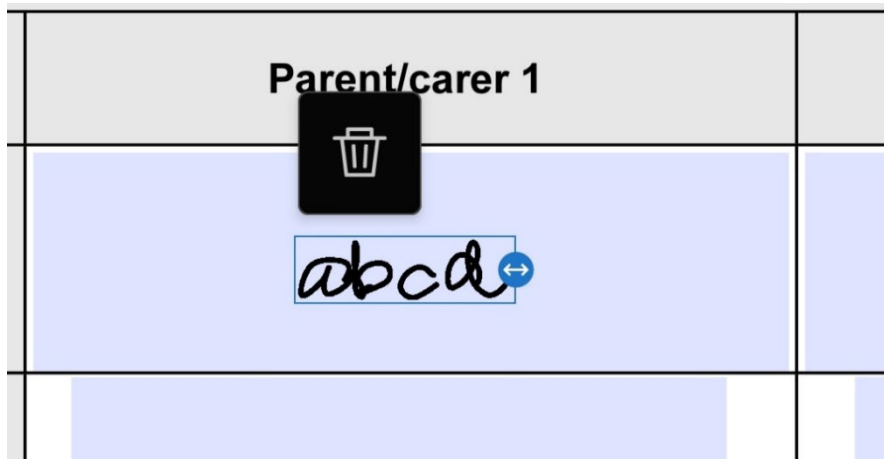
## Step 2: Sign in the Field

When prompted, sign on the field and select done, as indicated below:



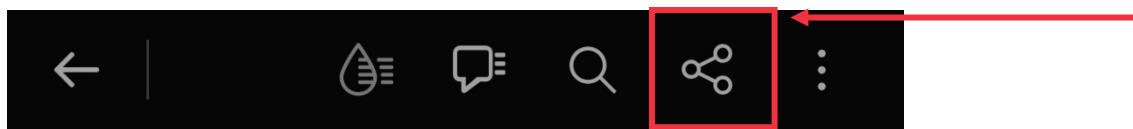
## Step 3: Insert the Signature

Select the 'Fill & Sign' icon once again. This will show the signature you created. Select this signature and move it into the respective signature field on the form. We will not accept typed signatures—they must be drawn.



## Email the Enrolment Application Form

Select the share icon at the top right of the screen.



Select the option to email the Document. This will automatically attach the document to the email.

Send this to the relevant email address with your student's FULL NAME in the subject line.

In Catchment Enrolments: [incatchment@brisbanesouthssc.eq.edu.au](mailto:incatchment@brisbanesouthssc.eq.edu.au)

Selective Entry Enrolments: [selectiveentry@brisbanesouthssc.eq.edu.au](mailto: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.

