

**Brisbane South**  
State Secondary  
College

# **How to Complete BSSSC Enrolment Form**

On iPhone



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

## Filling out the Form

### Step 1: Open the Application Form

Click on the corresponding application form. E.g.:

brisbanesouthssc.eq.edu.au

Enter a search term

In this section...

### In catchment enrolments

Print Email

#### 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:

- For scanning documents using an iPhone, [click here](#);
- For scanning documents using an Android, [click here](#).

### Step 2: Save the Document

Tap the 'Save' icon at the top right of the screen.

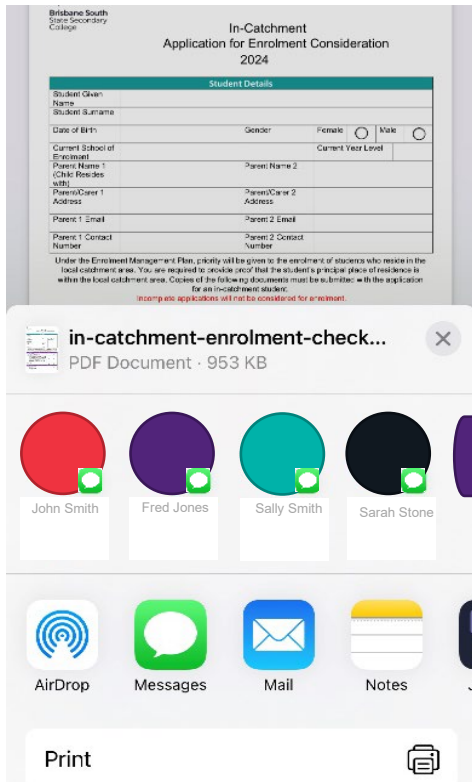
brisbanesouthssc.eq.edu.au

Brisbane South State Secondary College

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

Student Details			
Student Given Name			
Student Surname			
Date of Birth	Gender	Female <input type="radio"/>	Male <input type="radio"/>
Current School of Enrolment	Current Year Level		
Parent Name 1 (Child Resides)	Parent Name 2		



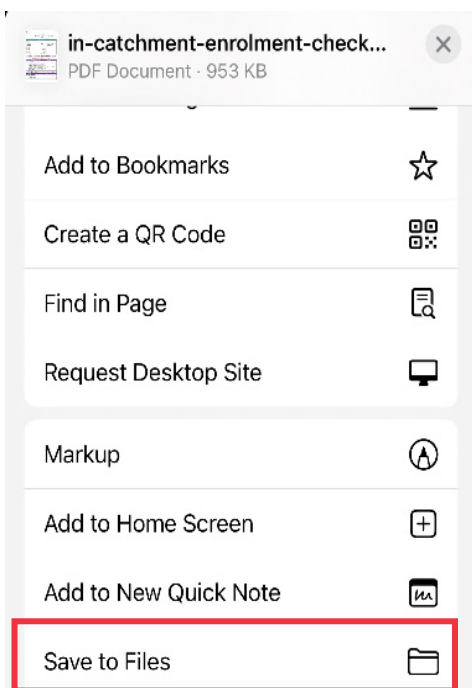


### Step 3: Save Page Appears

This screen will appear:

### Step 4: Save to Files

Scroll down and tap 'Save to Files'.



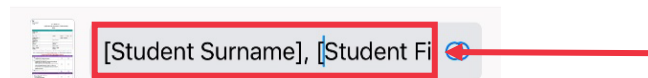


#### Step 4: Save the Document

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

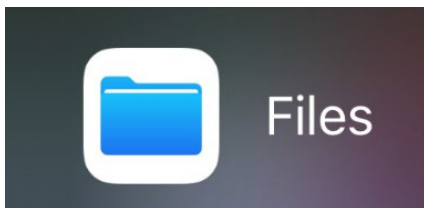


Folder is Empty



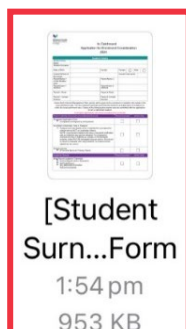
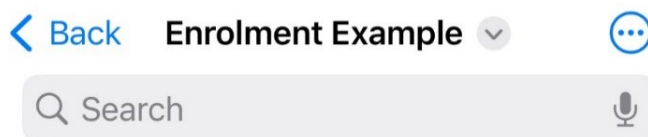
#### Step 5: Open the Files App

Open the Files App (iOS only)



#### Step 6: Open the Document.

Select the document you saved. This will prompt the file to open.









## Step 7: Select the Sign icon

Select the pen icon at the bottom right of the screen.

Drivers Licence ▼ (Front and Back) for Primary Parent	<input type="checkbox"/>	<input type="checkbox"/>
<b>Academic Results</b>	Parent/Guardian	Admin Only
Most Recent Academic Transcript ▼ School Report Card or Equivalent ▼ NAPLAN Report ▼ Any additional information References/awards	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Important Information (if applicable)</b>		
Medical Information ▼ Medical Plan supplied for your child if required/applicable	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Important Information (if applicable) Continued</b>		
Legal Court Orders ▼ Legal/Family Court Orders supplied to the College if applicable	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of Residency Documentation</b>		
<b>Home Owner</b>		
▼ Rates Notice	<input type="checkbox"/>	<input type="checkbox"/>
Statutory Declaration		





## Step 8: Fill in 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 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 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.

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

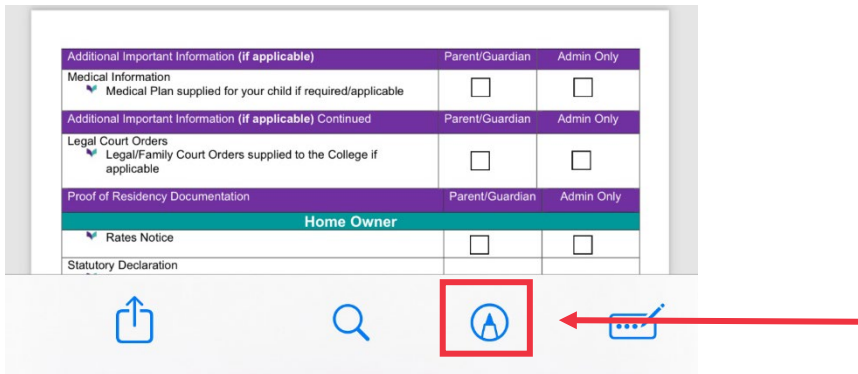




## Signing the Document

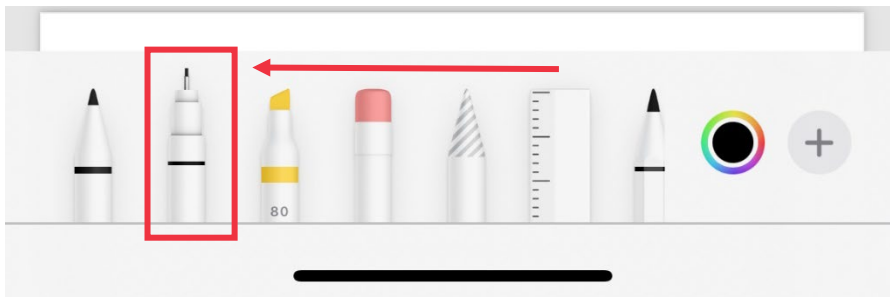
### Step 1: Select the Drawing Pen Icon

Select the following icon located in the ribbon at the bottom of the screen



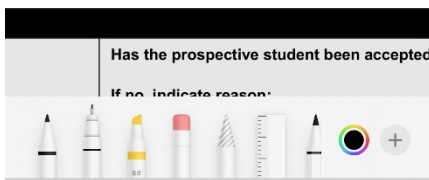
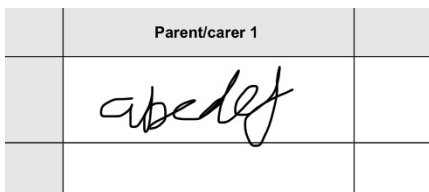
### Step 2: Select the Fine Tip Pen

The following ribbon will appear at the bottom of the screen. Select the fine tip pen, as indicated below:



### Step 3: Sign the document

Sign the document using the pen. We will not accept typed signatures—they must be drawn.





## Step 4: Exit Drawing Mode

Select the pen icon to exit drawing mode.

urt orders, such as a domestic violence order,  
or parenting arrangements of the prospective student?

a court order? Please provide a copy of the court order.

**ROL\***

or myself at \_\_\_\_\_

or incorrect information on this form may lead to the reversal  
e and correct in every particular, to the best of my knowledge.

	Parent/carer 1	
	<i>abedef</i>	

## 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](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.

