

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.

jr college > In catchment enrolments

Step 2: Download and Save the File

Select 'Download Linked File As...'

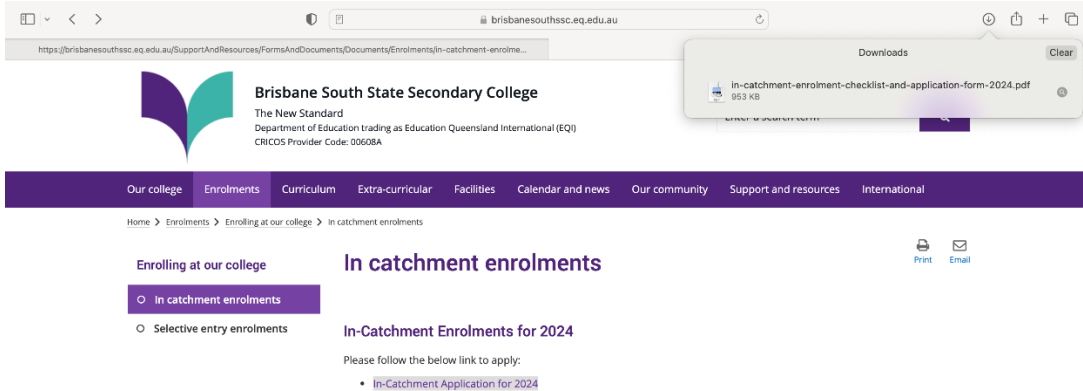
Save the file in the format of '[STUDENT SURNAME], [Student First Name] Enrolment Application Form' in a relevant place.





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.



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.



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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 <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 Name	Parent Name 2	Example Parent 2 Name
Parent/Carer 1 Address	Example Parent 1 Address	Parent/Carer 2 Address	Example Parent 2 Address
Parent 1 Email	exampleparent1@example.com	Parent 2 Email	exampleparent2@example.com
Parent 1 Contact Number		Parent 2 Contact Number	0411 111 111

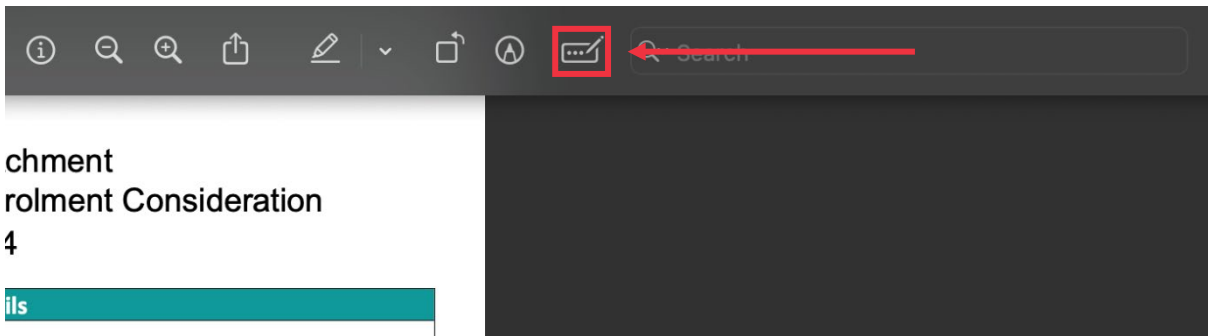




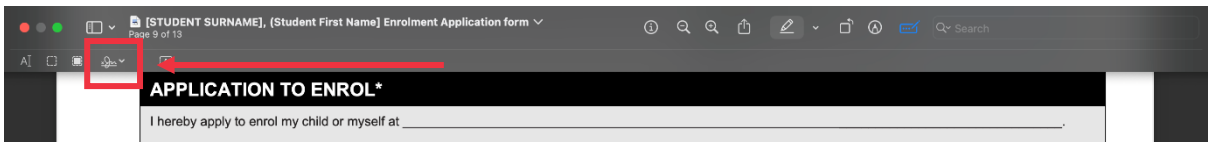
Signing the Form

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.

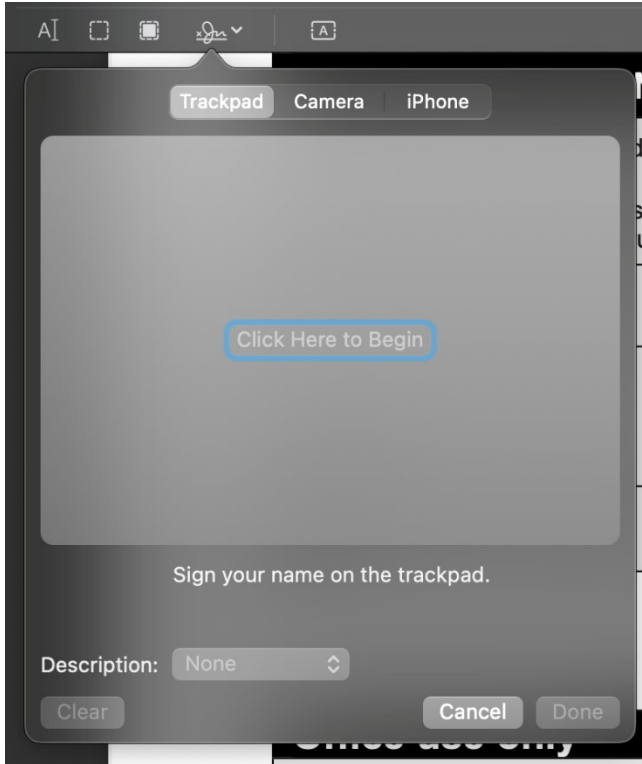


Step 2: Select the Signature icon in the ribbon that appears



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



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 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			
Date			

abradey

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			
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: 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.

