

STARTING SECONDARY SCHOOL



How to complete the online enrolment form and accept your child's enrolment offer

Step 1 Access the form

- You will have received an email from education.noreply@sa.gov.au on or around 13 August. You may need to check your junk mail folder. If you have not received an email by 18 August, please contact your child's primary school to let them know.
- Open this email and click on the link in the email to open the online enrolment form. The form works best on a computer or tablet in Google Chrome or Microsoft Edge. You can also copy the link into one of these browsers.
- Check the email carefully for attachments. The secondary school may have attached a welcome letter and information or forms that you will need to complete and return to them separately.
- To use the online enrolment form in cases where there are two enrolling parents, we must have an email address for each parent. Enter the email address for the second enrolling parent on the first page of the enrolment form where shown.
- If you are unable to provide an email address for the other enrolling parent and the form indicates we do not have one on record, contact the secondary school to request a hard copy enrolment form.

Step 2 Complete the form

- Fill in the form providing all the information it asks for. You can click on the '?' button in the online enrolment form for additional information or explanation.
- Click the 'NEXT' button to save and move to the next page. Whenever you click the 'Next' button, your progress will be saved.
- If you have missed a mandatory field you will not be able to continue with the form. These will be highlighted red. You will be able to complete these and then click the 'Next' button.
- Some of the questions require you to attach documents. These will include proof of identity and proof of residence documents. You can only attach documents in PDF or JPG format.
- If you would like to finish the form at another time, click on the 'Save' button and then close the form.
- To return to a saved form you can:
 - click on the URL in the original email you were sent or
 - click the link in the email you will be sent after clicking 'Save'. You will be asked for a resume code which will be sent to your email address. Enter the resume code and continue with the form.

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- Once you have filled out all the pages and the declaration at the end, click the 'Submit' button.

Step 3 Signing the form

- After you click 'Submit' button, you will receive an email from adobesign@adobesign.com (this can take a few minutes to come through).
- Open the email from adobesign@adobesign.com and click on the 'Click to sign' button.
- Review the completed enrolment form and sign with your mouse. If you are using a touch screen, you can also sign with your finger or stylus. It can be tricky to sign electronically. The quality of the signature does not matter – it just needs to be yours.
- After you have signed the form, click 'Submit'.
- You will then receive a second email from adobesign@adobesign.com containing a copy of the signed enrolment form for your records.
- Once you have received this second email, your part of the enrolment process has been completed.
- If you need to make changes after you have submitted the online enrolment form, you will need to contact the secondary school.
- Don't forget that there may also be other attachments on the original email for you to complete and return to the secondary school. You will need to send these to the secondary school separately (you cannot attach these to the online enrolment form).

Information for the second enrolling parent

After the first parent submits the online enrolment form using the process above, the second parent will be sent an email containing a link to the online enrolment form. If you are the second parent to receive the online enrolment form, please follow the instructions below.

- You will have received an email from education.noreply@sa.gov.au.
- Open the email and click on the link to the online enrolment form
- Your email will not have any attachments added to the email by the secondary school and you will not be required to upload any attachments when completing the online enrolment form.
- You will see the information submitted by the first parent but will not be able to edit that content. It will be in read-only format.
- When the first parent submits their form (step 2 above), they are asked whether they consent to share their personal information with you. If they answer no, you will not see any information about the first parent and only limited information about the child (name and DOB).

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- You must complete the remaining information that is requested and then submit and sign the form, using the process outlined above in Step 3.
- When you submit and sign the form, you will receive a copy of what you have submitted and signed. You will not receive a copy of what the other parent has submitted and signed.