



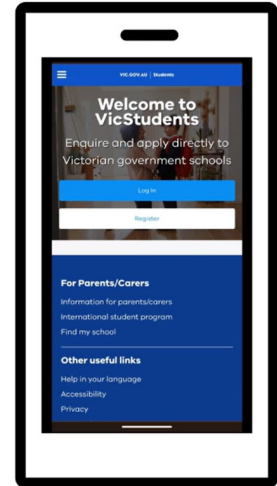
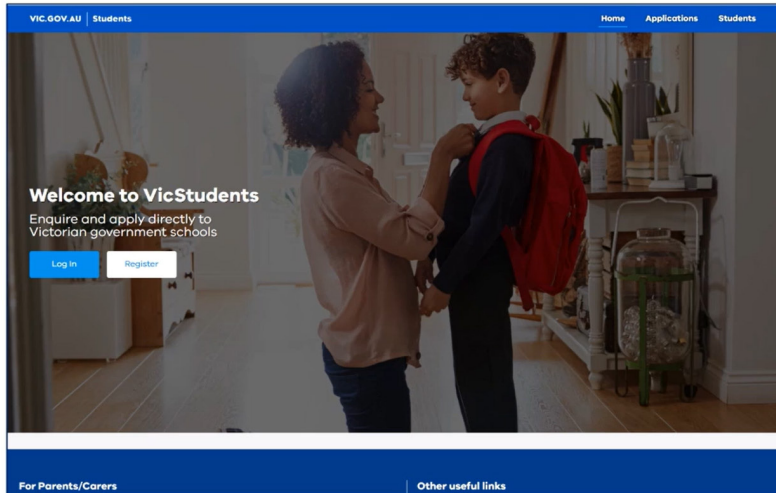
KURRUN
Primary School

STUDENT INSIGHTS USER GUIDE

Prep students and students not previously enrolled in a Victorian Government School are required to submit school applications via the **Student Insights** portal.

STEP 1

Head to students.educationapps.vic.gov.au on your mobile or desktop and click **Register**.



STEP 2

Create a parent/carer account by entering your personal contact details and clicking **Register**. You will be required to verify your account via the email address you provided previously.

STEP 3

Once logged in to the parent/carer portal, select **Enrol in a Victorian Government School**. Read the information in the pop-up and select **Get Started**.

STEP 4

If you have previously enrolled in a Victorian Government School via Student Insight they should show here. To start a new application for a new student click **Apply**.

Create a VicStudents parent/carer account

*Parent/Carer First Name

*Parent/Carer Last Name

*Parent/Carer Email Address

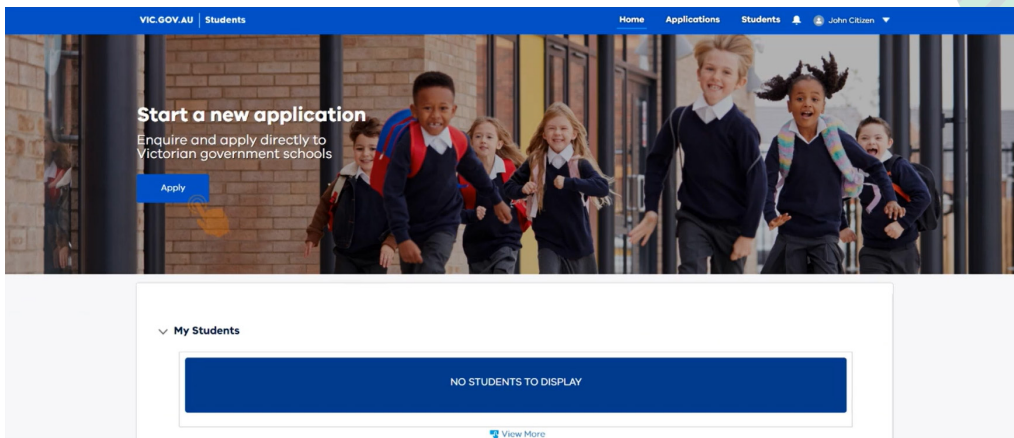
*Confirm Parent/Carer Email Address

*Parent/Carer Mobile Number

Register

Already have a VicStudents parent/carer account?

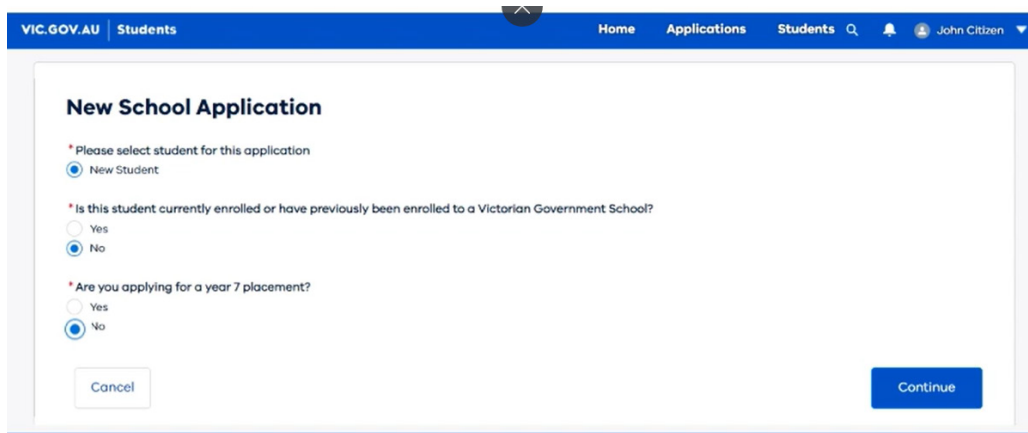
Log In



STUDENT INSIGHTS USER GUIDE

STEP 5

Confirm your eligibility to apply for a Victorian Government School and click [Submit](#).



The screenshot shows the 'New School Application' form in the Student Insights portal. The form is titled 'New School Application' and has a blue header with 'VIC.GOV.AU | Students' and navigation links for 'Home', 'Applications', 'Students', and a user profile for 'John Citizen'. The form contains three sections of questions:

- * Please select student for this application:** A radio button is selected for 'New Student'.
- * Is this student currently enrolled or have previously been enrolled to a Victorian Government School?:** A radio button is selected for 'No'.
- * Are you applying for a year 7 placement?:** A radio button is selected for 'No'.

At the bottom of the form, there are 'Cancel' and 'Continue' buttons.

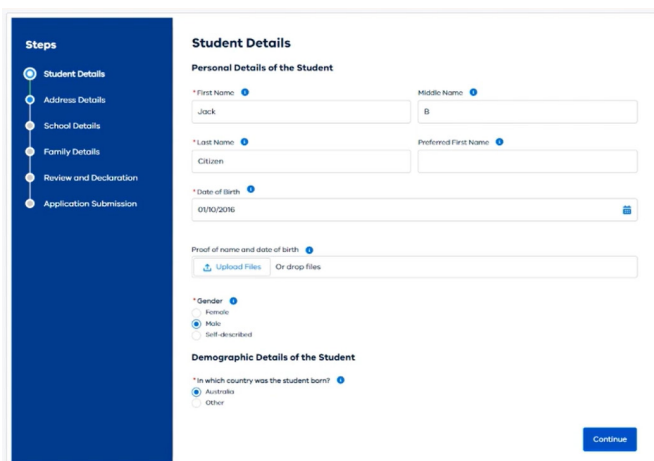
STEP 6

Enter the details for your child and click [Continue](#) to proceed to the next page.

Move through all of the sections and when prompted, upload the following document files to support your application:

- [Birth Certificate](#)
- [Proof of Address](#)
- [Immunisation Statement](#)

The above documents all need to be uploaded to your application before it can be reviewed by our team.



The screenshot shows the 'Student Details' form in the Student Insights portal. The form is titled 'Student Details' and has a blue header with 'Steps' and a list of sections: 'Student Details', 'Address Details', 'School Details', 'Family Details', 'Review and Declaration', and 'Application Submission'. The form contains several sections:

- Personal Details of the Student:** Fields for 'First Name' (Jack), 'Middle Name' (B), 'Last Name' (Citizen), 'Preferred First Name', and 'Date of Birth' (01/01/2016).
- Proof of name and date of birth:** A field for 'Upload Files' or 'Or drop files'.
- Gender:** Radio buttons for 'Female', 'Male', and 'Self-described'.
- Demographic Details of the Student:** A field for 'In which country was the student born?' with radio buttons for 'Australia' and 'Other'.

At the bottom right of the form, there is a 'Continue' button.

STEP 6

Select up to 3 schools you would like to submit your application to. The [Find My School](#) website can be used to confirm which schools are located closest to your primary address. Once completed, review your application and select [Submit](#) > [Proceed with submission](#).

STEP 7

Once submitted we will receive your application in Administration and progress the status from **Submitted** to **In Review**. Between **Monday 28 July – Friday 8 August** the Administration team will offer a place of enrolment or a rejection. If successful, you will receive an email notification that your application status has changed to **Place Offered**. You must log into your Student Insights portal and [Accept](#) or [Decline](#) the offer in order for us to proceed. Please do so by **Friday 22 August**. If families wish to appeal an application rejection they are encouraged to contact the school for instructions on how to lodge an appeal.