

# Secondary boarding support - consent form

## Department of Education and Training

Fields marked with an asterisk (*) are required. Fields marked with a caret (^) are for office use only.			
Student contact details			
Full name*		Other names	
Address*		Date of birth*	
Parent 1 contact details			
Full name*		Phone*	
Address*			
Email*			
Parent 2 contact details			
Full name*		Phone*	
Address*			
Email*			
School details			
Current or last school name*			
What year were you last at school*		Year level*	

**Consent to share information**

The information collected by the Transition Support Unit (TSU) will enable staff to support your child and your chosen school to prepare for their secondary years' pathways. This may involve:

- liaising and sharing student information with the prospective or current boarding school or boarding provider and discussing the student's strengths and needs
- liaising with the student's current and previous school to gain information regarding their school reports and attendance, education adjustment plans and wellbeing behaviour plans
- liaising with health providers to access up to date medical information which may include immunisation records or hearing and sight tests to support the boarding application process
- liaising with Services Australia (ABSTUDY) to assist the student and family to seek approval for the ABSTUDY payment
- liaising with non-government organisations to share travel information and re-engagement plans to support the student's engagement with education
- scheduled visits to boarding schools that are located in the Northern Territory (NT) and interstate to continue the advocacy and support for new and current TSU students whilst liaising closely with the student's family and community.

**I understand and give consent for student information to be shared with the following government and non-government organisations:\***

NT Department of Education and Training Transition Support Unit			Y\N
ABSTUDY			Y\N
Non-government organisations			Y\N
Boarding school to be enrolled in or already enrolled in	Name of school:		Y\N
Community clinic or health care provider			Y\N

**Consent for use of student image, sound and vision or work**

The TSU would like to take images of your child at school, sporting events, travelling to and from boarding school, participating in workshops, excursions or at community events. These may be used:

- for a folio for your child to present to a prospective boarding school
- as classroom and curriculum resources
- in TSU displays at certain events, or newsletter articles or annual reports.

TSU may record sound and vision of a student and their work while they are at school or taking part in school related activities or performances. These may be used:

- for a folio for your child to present to a prospective boarding school
- as classroom and curriculum resources.

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. The student retains ownership of their work.

<b>I understand and give consent for use of student images or sound and vision to be:*</b>			
shared with prospective schools			Y\N
published in school or Department of Education and Training (DET) newsletters or annual reports			Y\N
published on the DET website			Y\N
<b>I understand and give consent for student work to be: *</b>			
shared with prospective schools			Y\N
published to school social media for example Facebook or Instagram			Y\N
published in school and DET newsletters and annual reports			Y\N
<b>Consent to transport students in an approved vehicle or public transport</b>			
The TSU request your permission for your child to travel in an approved vehicle or on public transport with a TSU staff member. This may be transporting students to and from; school events, airports for school travel, to organised appointments or general community business.			
<b>I understand and give consent for accompanied travel:*</b>			
in official government vehicles or public transport with a TSU staff member			Y\N
<b>Parent consent *</b>			
<b>Parent 1 consent</b>			
Full name*		Date*	
Signature*			
<b>Parent 2 consent</b>			
Full name*		Date*	
Signature*			
<b>Office use only^ - TSU officer or third-party provider</b>			
Name^			
Organisation^		Email ^	
Signature^		Phone^	

## Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that the right to privacy is maintained for everyone.

For more information, visit the Department of Education and Training's Privacy Policy which can be found in the [Policy and Advisory Library](#).

## Contacts

TSU Darwin office:

- Phone: 08 890 14970
- Email: [tsu.decs@education.nt.gov.au](mailto:tsu.decs@education.nt.gov.au)

TSU Alice Springs office:

- Phone: 08 8951 1625 or 1800 667 694 toll free
- Email: [tsu.decs@education.nt.gov.au](mailto:tsu.decs@education.nt.gov.au)

## How to submit

Please email your completed form to [tsu.decs@education.nt.gov.au](mailto:tsu.decs@education.nt.gov.au).