



Assessing School Enrolment Notification

Assessing schools (VCE units only) may enrol students on the Victorian Assessment Software System (VASS) if they are not the student's home school, provided they know the student's Student Number and home school code. Alternatively, assessing schools may use this form to request the student's home school to make the enrolment by either posting or faxing this form to the relevant home school. In either case, the school that has **not** made the enrolment will automatically receive an email from VASS notifying them of the enrolment.

Please print clearly and in CAPITAL LETTERS.

Date ____ / ____ / ____

Attention: VCE/VCAL COORDINATOR/VASS ADMINISTRATOR

At _____

VCAA Home school code

Home school name _____

Your student _____ (Family name)
 _____ (First name)
 _____ (Second name)

Will be assessed in the following units

VCE unit code	VCE unit name	Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To be assessed at this school _____ (Assessing school name)

VCAA Assessing school code

Please ensure that he/she is currently enrolled with the VCAA by entering the details above on VASS.

Yours sincerely

Name _____ (Please print)

Signed _____ Telephone _____
 (VCE coordinator) (Business hours)

Email address _____