Interstate
Student Data Transfer Note
Schools' Fact Sheet

About the Interstate Student Data Transfer Note and Protocol

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: http://scseec.edu.au).

About the Process

When a student from another state enrols or applies for enrolment, the new school will follow a process to request the transfer of information from the student's previous school. This is done through the use of the ISDTN which requests information from three broad areas:

- school information;
- student progress and support needs; and
- student behaviour and management issues.

Specifically this information will include the previous school's contact details and details about student attendance, achivement in learning areas/subjects, areas of interest, health care needs, pastoral care and behaviour management. Some of this information will appear as "flagged" information, that is, a tick box 'yes' or 'no'. A 'yes' in these categories signals that the previous school is aware of information about the student which may be of a sensitive and educationally significant nature. The flags are intended to alert the new school to follow up for further information from the previous school. The process which your school should follow is outlined in

the flow chart and detailed in the Protocol which all schools must follow when using the ISDTN.

On some occasions students arrive at the new school with sufficient information for the enrolment process to be considered and/or completed. In these cases, the new school must still use the ISDTN form to advise the previous school of the student's new enrolment, if consent has been given for the transfer of this information.

The following forms are part of the Interstate Student Data Transfer Note Process:

Form 1 – Parent/guardian consent form.
Form 2 – Student consent form.
Form 3 – Interstate Student Data Transfer Note.
Form 4 – Protocol for use by Government Schools.
Form 5 – Protocol for use by Non-Government schools for students seeking enrolment from a Non-Government school.
Form 6 – Protocol for use by Non-Government schools for students seeking enrolment from a Government school.

About Privacy and Consent

Because education sectors, states and territories operate under differing privacy legislation, government and non-government schools will implement a slightly different process when gaining consent for and transferring data. The key aspect of this is that government and non-government schools must always gain consent when requesting student data from a government school. You will find the correct process for gaining appropriate consent for students enrolling at your school summarised in the flow chart.

In certain situations the principal of the school that the student is leaving may have reasonable concerns that transfer of some information is needed to prevent a serious risk to the student and/or public health and safety. In these cases the principal should contact the Privacy Officer in their state/territory education department or education authority for advice about the transfer of information without parent/guardian or student consent. As in all other cases, it is important that any transfer of information is completed within five working days following a request from the student's new school.

For Further Information and Assistance

If you have any questions about using the ISDTN and protocol you should contact your Education Authority. A list of contacts can be found on the SCSEEC website at: http://scseec.edu.au.