

VicStudents Year 7 Placement Parent/Carer Guide

For parents/carers of children in Year 6 at government primary schools seeking a Year 7 place at a government secondary school next year. Placement information will be emailed to one adult of the Year 6 student's family early in Term 2 (please check spam and junk mail). **The adult name and email address provided in this email must be used for registration** by selecting the link provided. You will not be able to submit your child's Year 7 placement application before you receive this email. *Please contact your primary school if you have any questions.*

Register for a VicStudents account

1. Select the link: <https://students.educationapps.vic.gov.au/s/>
2. Select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter your details (parent/carers details, not student details) as provided to you in an email at the start of Term 2
5. Check your inbox for verification email (check spam folder)
6. Select the link emailed to you to complete registration
7. Set a new password when prompted
8. Select **Change Password**
9. This will open the VicStudents Portal homepage

Ongoing access to the VicStudents portal

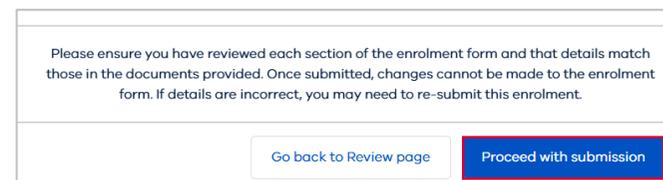
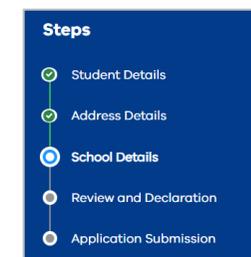
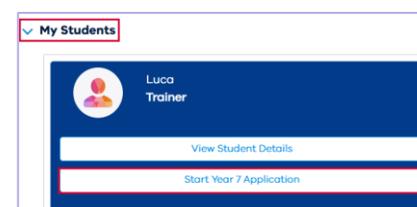
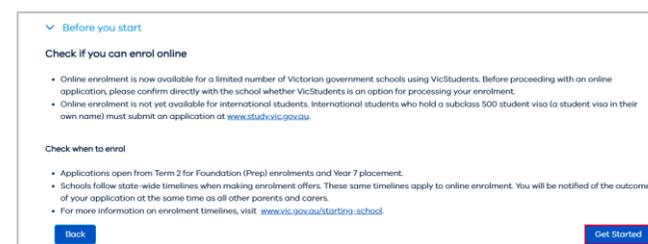
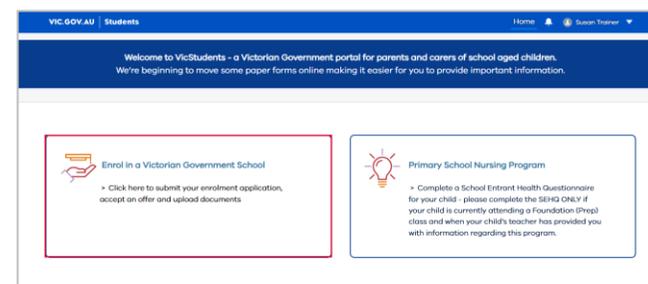
1. Select the link: <https://students.educationapps.vic.gov.au/s/>
2. Enter your email address and password login details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
 - Check your email for the code
 - Enter code and select **Verify**
5. This will open the VicStudents portal homepage
6. Manage your **Profile**, notifications and **Logout** via the menu



Submit an application for Year 7 Placement

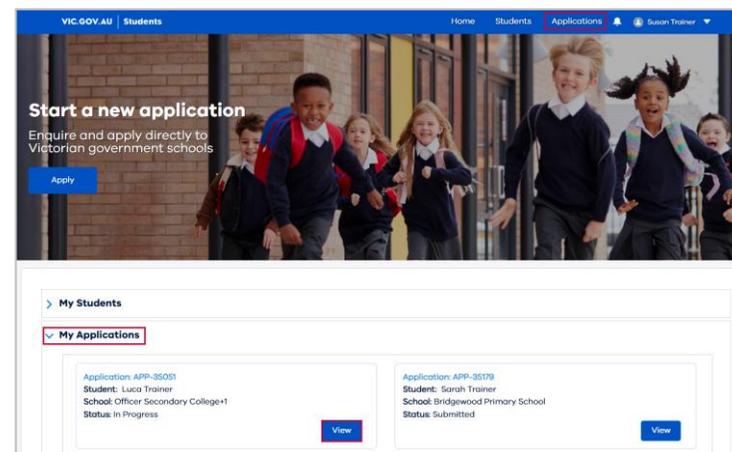
1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Navigate to the **My Students** section
4. Select **Start Year 7 Application** on your Year 6 child's card
3. Read the **Privacy Collection Notice** then select **Continue**
4. Review pre-filled **student details** (contact your primary school if changes required)
5. Confirm student's current primary **address details** or enter **new address (Upload Files** with supporting documentation)
6. Use [Find My School](#) to view a map of nearby government secondary schools, including your designated neighbourhood school
7. Enter **school details** to nominate up to 3 secondary school preferences and provide details if any siblings attend any these secondary schools
8. Check all details are complete and correct in the **Review and Declaration** section
9. Access links and read policies and information provided
10. Tick the confirmation boxes and select **Submit**
11. Read the review confirmation and select **Proceed with Submission**

NOTE: Use the save button to save and return later to submit the application



View an application

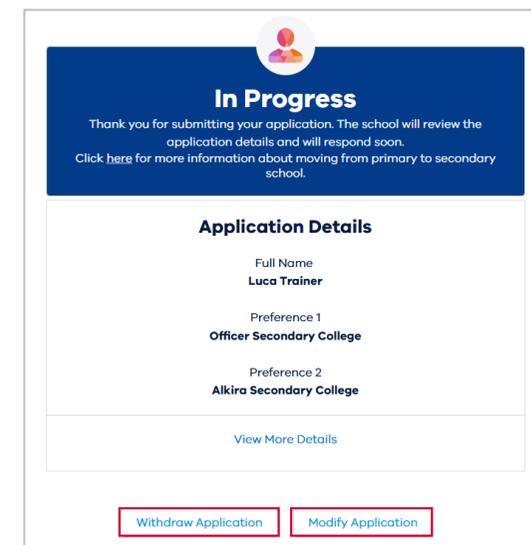
1. VicStudents Select **Enrol in a Victorian Government School** from the VicStudents homepage then select **Get Started**
2. Navigate to the **My Applications** section, or select **Applications** from the top menu bar
3. Select **View** on the chosen application
4. Monitor the application progress by viewing the application details and status bar
 - Select **View More Details** to view application details
 - Select **Upload Files** or **drop files** to add files to the application
 - Select **Withdraw Application** and enter a reason, which will change the application status to **Closed**



Modify a Year 7 Placement application

1. Prior to the Year 7 placement application due date the **Modify application** button is available
2. Click **Modify application** to make required changes

NOTE: Modifying an application will close the existing Year 7 Placement application and replace it with a new one. If you would like to make changes after the Year 7 placement application due date, please contact your primary school.



Accept or Decline a Year 7 Placement offer

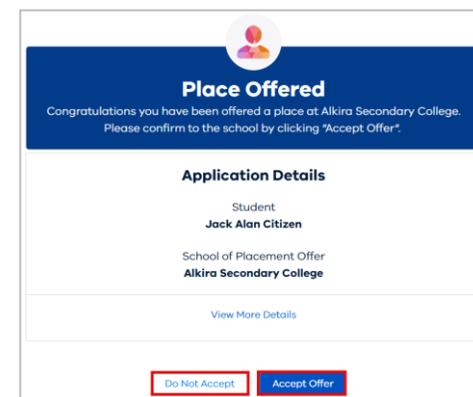
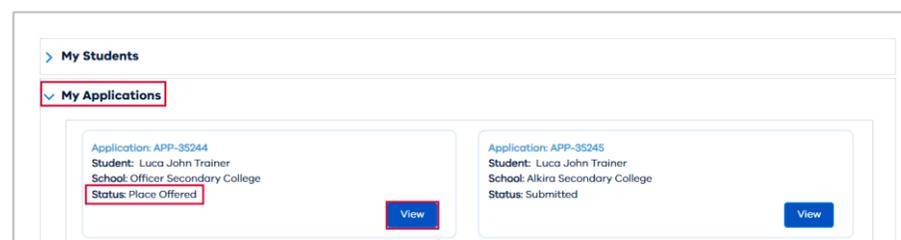
IMPORTANT NOTE: All Year 7 placement offers **must** be accepted via the VicStudents portal.

1. You will receive notification via email of your child's Year 7 placement in a government secondary school on the statewide notification date.
2. Select **Respond to placement offer** in the email to be redirected to the VicStudents portal
3. Select **Enrol in a Victorian Government School** from the VicStudents homepage then select **Get Started**
4. Navigate to the **My applications** section
5. Select **View** on an application to a secondary school with a status of 'Place Offered'

- Select **Accept Offer** to accept the Year 7 placement offer, or
- Select **Do Not Accept** to decline the Year 7 placement offer.

NOTE: If selecting Do Not Accept you will then be prompted to enter a reason, and the application will be closed.

This completes the process for Year 7 Placement applications.



We're here to support you

If you have any questions regarding your placement, please contact your school. For information about this process, additional resources are available on the Victorian Government website:

- [Information on moving from primary to secondary school](#), including a Placement Information Pack for parents/carers which contains a timeline and answers to frequently asked questions
- [School zones](#)