

ACT Home Education Registration Checklist

Everything you need to register with the ACT Education Directorate — on one page.

Free resource from Access Learning Australia · built in Australia, for Australian families

Step 1 — Gather your documents (certification rules are strict)

- ☐ **Certified birth certificate or passport** — a family member cannot certify; use a JP or pharmacist
- ☐ **Proof of ACT residency** — driver's licence, rental agreement or utility bill
- ☐ **Proof of parental responsibility** if your name isn't on the birth certificate
- ☐ **Apply online** via the ACT Government smartform (form 1533)

Incomplete or wrongly-certified documents are the #1 delay — the 28-day clock only starts when everything is in order.

Step 2 — Start straight away

- ☐ **Begin home educating from the day you submit** a complete application — no waiting period
- ☐ **Decision within 28 days** — registration lasts up to 2 years
- ☐ **Withdrawing from school?** Tell the school first, and notify the Directorate within 14 days

Step 3 — Statement of Intent (within 3 months)

- ☐ **Outline the opportunities and strategies** you'll provide across spiritual, emotional, physical, social and intellectual development
- ☐ **Use the optional template** — describe broad approaches, don't over-promise a rigid curriculum
- ☐ **Attend a short review meeting** (~30 minutes, usually videoconference) in the first 3 months

Step 4 — The three deadlines to diarise

- ☐ **Statement of Intent:** within 3 months of your registration start date
- ☐ **Annual report:** by 31 December — progress in intellectual (incl. literacy & numeracy), social/emotional and physical development
- ☐ **Renewal:** apply at least 3 months before your certificate expires
- ☐ **Keep records as you go** — diary, photos, work samples — and the annual report writes itself

Feeling overwhelmed by the planning and reporting part?

Access Learning Australia creates daily, Australian-curriculum-aligned plans and keeps your evidence organised for reporting — free forever, no card required.

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