

QLD Home Education Registration Checklist

Everything you need to register with the Home Education Unit (HEU) — on one page.

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

Step 1 — Gather your documents (photocopies are fine)

- ☐ **Birth certificate** — a copy of your child's birth certificate (no certified copy needed)
- ☐ **Medicare card** — a copy showing your child's name
- ☐ **Court orders** — only if relevant to parental responsibility
- ☐ **Proof you hold parental responsibility** — parent, carer or guardian can apply

Step 2 — Prepare your Summary of Educational Program

Your learning plan for the year ahead. It doesn't need to be fancy — it needs to cover:

- ☐ **Aims and goals** — what you want your child to achieve this year
- ☐ **Learning activities & topics** — what a typical week of learning looks like
- ☐ **How it suits your child** — how the program meets their needs and interests
- ☐ **Tracking progress** — how you'll monitor and record learning (photos, samples, journal)
- ☐ **Learning environment & wellbeing** — where and how your child learns best

Tip: HEU offers free templates (goal-directed, curriculum-based or thematic). Pick whichever matches your style.

Step 3 — Apply

- ☐ **Withdrawing from school?** Apply the SAME DAY you withdraw, so registration status never lapses
- ☐ **Get written confirmation** from the school of the withdrawal date, and ensure they formally unenrol
- ☐ **Submit** online, by email (homeeducation@qed.qld.gov.au) or post (PO Box 3710, South Brisbane BC 4101)
- ☐ **Need time to plan?** Ask about 60-day provisional registration — no program summary required

HEU has up to 90 days to decide, but your child is covered from the day you apply.

Step 4 — After you're registered (start these habits on day one)

- ☐ **Date everything** — your annual report needs dated work samples from 3 learning areas (2 each)
- ☐ **English & Maths** must be among the learning areas shown in your report
- ☐ **Annotate as you go** — a sentence on each sample about what your child learned is what HEU looks for
- ☐ **Diarise your report** — the written report is due about 10 months after registration
- ☐ **Keep next year in mind** — your report includes an updated educational plan for the year ahead

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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