

TAS Home Education Registration Checklist

Everything you need to register with the Office of the Education Registrar — on one page.

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

Step 1 — Gather your documents (certified copies needed)

- ☐ **Certified birth certificate** OR passport plus Medicare card — certified by a JP or Commissioner for Declarations
- ☐ **Proof of Tasmanian residency** (e.g. driver's licence) if the Registrar requests it
- ☐ **Court orders** if applicable
- ☐ **Registration is free** — apply via the OER online form, one application per child

Step 2 — Write your HESP (Home Education Summary and Program)

- ☐ **Address the 10 standards:** learning needs, research, pedagogy, literacy, numeracy, learning areas, wellbeing, interpersonal skills, future directions (13+), evaluation
- ☐ **Write it in YOUR own words** — copied or generic program text is the top reason for “working towards” ratings
- ☐ **No set curriculum required** — any style works; sample HESPs are on the THEAC website

Step 3 — Apply & the registration visit

- ☐ **Provisional approval within 14 days** — you can withdraw your child from school once it's granted
- ☐ **Registration visit 6–8 weeks later** — at home, 1–2 hours, your child must be present
- ☐ **Each standard is rated** Meeting / Working Towards / Not Meeting — “working towards” doesn't fail you
- ☐ **Urgent circumstances?** Flag them upfront — provisional approval can be expedited to about a week

Step 4 — Annual renewal (start these habits on day one)

- ☐ **Registration lasts 12 months** — renew annually with a summary of the past year plus a plan for the next
- ☐ **Evaluate as you go** — renewals need evaluations for literacy, numeracy, learning areas and wellbeing
- ☐ **Keep simple evidence** — journals, photos, work samples make the annual visit easy

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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