FOUNTAIN COLLEGE
NEW STUDENTS CHECKLIST

Once the enrolment is finalised the following will need to be arranged for the new student/s by the various departments. This process should only take *2 days.*

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1. Student detail:

Name: _____ Year level: _____ Date: _____

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2. Front office:

☐ Enter student/s onto CoolSIS   ☐ Provide CoolSIS login letter to student / parents

☐ Provide stationery list   ☐ Transfer Advice Form: *fill, sign & send*

☐ Take the student's photo to upload onto CoolSIS ☐ Scan and upload student's document onto CoolSIS

☐ $10 Printing money collected *(if applicable)* ☐ Laptop organised *(if applicable)*

Name: _____ Date: _____ Signature: _____

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3. Finance department:

☐ Enter new client on Quickbooks   ☐ Raise invoice and post out

Name: _____ Date: _____ Signature: _____

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4. IT Department: *(if applicable)*

☐ Computer login   ☐ Printing money added

Name: _____ Date: _____ Signature: _____

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5. Coordinator:

☐ Malthetics password *(if applicable)*   ☐ Faction Group

☐ Reading Express password *(if applicable)*   ☐ Timetable

☐ Reading Eggs *(if applicable)*   ☐ School Diary

☐ Locker *(if applicable)*   ☐ Arabic / Turkish

Name: _____ Date: _____ Signature: _____

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6. Behaviour Coordinator info session:

☐ Student has attended behaviour info session

Name: _____ Date: _____ Signature: _____

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7. Principal:

☐ All tasks have been completed

☐ Parents have been provided feedback

Name: _____ Date: _____ Signature: _____