

Service KIS Application Checklist.

Not to be submitted with application (for internal use only).

You will need to consult the KIS guidelines before proceeding with your application. How to complete the application and address to submit application is here as well as information about eligibility, appeals and additional information requirements. Use this form to check you have completed all sections of the application correctly.

Support plan (section 1)	Complete
Applicant details complete (all relevant boxes checked)	<input type="checkbox"/>
*Teacher signature – page 2	<input type="checkbox"/>
*EYM details and signature complete – if applicable	<input type="checkbox"/>
Program overview complete	<input type="checkbox"/>
Application (section 2)	
*Privacy consent form signed parent/guardian – page 3	<input type="checkbox"/>
New application, transfer or appeal box is checked	<input type="checkbox"/>
Part 1 – PSG	
*PSG names and signatures – parent to be listed but not required to sign	<input type="checkbox"/>
Convenor name added and date of meeting	<input type="checkbox"/>
Part 2 – Child and family details	
Child and family details complete, all relevant boxes checked	<input type="checkbox"/>
School exemption required	<input type="checkbox"/>
Reason for late application (from last day of Term 1)	<input type="checkbox"/>
Reason for extenuating circumstances (from 1 June)	<input type="checkbox"/>
*Reasons for support box checked – 1. Child is at significant risk of injury to self and others (behaviour) 2. Child is extremely restricted in their capacity of movement (physical) 3. Child has a disability and complex medical needs requiring a high level of individualised health care support (medical). If ticking medical, part 6 complex medical needs must be completed along with a copy of the risk minimisation plan and medical management plan provided.	<input type="checkbox"/>

Part 3 – Evidence of a disability		Complete
Disability or diagnosis identified		<input type="checkbox"/>
All relevant boxes checked		<input type="checkbox"/>
Attachments including for proof of disability/NDIS participation		<input type="checkbox"/>
*Attachments initialled by parent/guardian		<input type="checkbox"/>
Part 4 – Context of child		
Sections complete and answers relevant to the question being asked		<input type="checkbox"/>
Behaviour table complete – if applying under significant risk		<input type="checkbox"/>
Part 5 – Support plan		
KIS support plan complete		<input type="checkbox"/>
Existing resources complete		<input type="checkbox"/>
Additional support complete		<input type="checkbox"/>
Part 6 – Complex medical needs (only if applying for medical reasons)		
Medical section complete		<input type="checkbox"/>
Child’s medical management plan attached		<input type="checkbox"/>
Kindergarten services risk minimisation plan attached		<input type="checkbox"/>

Please refer **here** for the DET KIS guidelines and application form information.