# ISP Course Progress / Attendance / Behaviour Checklist

This checklist is to be used by schools to ensure appropriate steps have been followed and appropriate evidence is maintained in the monitoring of international students’ course progress, attendance, and behaviour requirements, achieving satisfactory course progress and attendance is a condition (8202) of the student subclass 500 (schools’ sector) visa.

This checklist should be used in conjunction with the [ISP Attendance Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Procedure.docx), [ISP Course Progress Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Procedure.docx) and [DE’s Student Engagement Policy](https://www2.education.vic.gov.au/pal/student-engagement/policy) and must be submitted along with relevant evidence when DE (IED) is required to begin the reporting process for a student’s non-compliance with the ISP and course requirements (i.e. not achieving satisfactory course progress or attendance, or student misbehaviour). For more information, schools can also refer to the relevant ISP policy and procedure document located in the [ISP Toolkit](https://www2.education.vic.gov.au/pal/international-student-program/resources).

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| --- | --- |
| Date: |  |
| Student ID: |  |
| Student name: |  |
| School name: |  |
| Area where student is ‘at-risk’ of non-compliance with visa condition / enrolment requirements | Course progress Attendance Behaviour |

To assist schools so that all of the appropriate actions and documents have been completed to support the student to successfully meet course progress/attendance/behaviour requirements, the school undertook the following actions (schools must complete all of the actions below and confirm that they have done so by ticking all boxes and signing the acknowledgement at the end of this document).

## Ongoing monitoring and support

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|  | Student was informed of their course progress/attendance/behaviour requirements (e.g. during orientation) |
|  | Student’s course progress/attendance/behaviour was regularly monitored and documented |
|  | Student has been reminded about the importance of adhering to visa conditions and DE / school policies |
|  | Regular consultation sessions held between students and the International Student Coordinator to provide ongoing support have been held |
|  | If applicable, parents and homestay hosts were advised of course progress / attendance / behaviour issues of the student |
|  | Maintain accurate and up to date records – see: [ISP Course Progress, Attendance, and Behaviour – Meeting template](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_and_Attendance_Meeting_Template.docx) |

## Stage 1 – Early-stage intervention: First Intervention Strategy

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|  | Student was placed on a school Intervention Strategy |
|  | Intervention strategies were implemented and documented in the school’s student file |
|  | School evidence of attendance / progress / misbehaviour has been retained in the school’s student file |
|  | Evidence provided by the student, if any, as part of compassionate or compelling circumstances have been retained in the school’s student file |
|  | Parents were advised of course progress / attendance / behaviour in writing or in person and, if appropriate, a translated copy of the Intervention Strategy sent to them |
|  | School to follow up regularly with student and to seek parental and if applicable, homestay intervention to avert further escalation |

## Stage 2 – ‘At-risk’ of not meeting course requirements: Compliance Contract

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|  | Student was placed on a Compliance Contract |
|  | Further student Intervention strategies were organised to address issues affecting course progress / attendance / behaviour |
|  | Parents were advised of continued course progress / attendance / behaviour in writing and in person, if applicable. A copy of the school Compliance Contract and intervention strategy was sent to the parents and translated if required, |
|  | School principal was advised of course progress / attendance / behaviour issues of the student |
|  | Stage 1 Intervention Strategy, Stage 2 Compliance Contract, if applicable interim school reports, attendance and all supporting evidence (including [ISP course progress, Attendance, and behaviour – Meeting template](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_and_Attendance_Meeting_Template.docx) and this checklist) have been sent to DE (IED) |
|  | The compliance contract was reviewed at the review end date and the student remains non-complaint |

## Supporting evidence:

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|  | Copies of notifications sent to parents (translated, if necessary) notifying them of interventions for the student |
|  | Record of any phone conversations with parents, and if appropriate, homestay host |
|  | Completed meeting templates |
|  | Other evidence to support decision to report and cancel student enrolment (e.g. evidence of compassionate or compelling circumstances for DE(IED) to consider in its decision regarding whether to report the student) |
|  | [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx), [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx), [ISP Written Agreement](https://study.vic.gov.au/Shared%20Documents/en/Standard-Application-Written-Agreement.docx), and [ISP Records Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx) have all been complied with |

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| I |  | the Principal (or delegate) of |  |

am satisfied that the student was afforded every opportunity to successfully complete their course within their designated study period. The student has failed to respond to our intervention strategies and compliance procedures. DE (IED) should be notified of the student’s non-compliance with the ISP course requirements. I acknowledge that this may result in a Notice of Intention to Report letter being issued by DE (IED) to the student and that this may impact the student’s visa.

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| Principal / delegate Signature: |  |
| Date: |  |

## Document maintenance

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