

## SOUTH AUSTRALIAN SCHOOL SECTOR TRAVEL EXEMPTION REQUEST PROTOCOLS

The following protocols are based on the Department for Education, International Education Services coordinating one submission on behalf of the school sector

Step	What	Who	When
1	Communications and student exemption request form sent to AISSA/CESA to forward to schools	IES	15/02
2	Schools communicate with students, parents and agents	AISSA/CESA schools IES	16/02
3	Students return completed forms to school	Students/parents	24/02
4	School endorses request (confirms student in year 11/12, current enrolment) and sends completed forms to IES (cc to AISSA/CESA)	AISSA/CESA schools	26/03
5	IES refers complete list to ESB for endorsement re eligibility (year 11/12, valid visa, current COE)	IES	1/03
6	IES liaises with SA Health and DfE CE for letters of endorsement	DfE	1/03
7	IES submits application for travel exemption on behalf of all eligible students	IES	5/03
8	DESE/DoHA advise IES of approvals/refusals	DESE/DoHA	
9	DfE advise SA Health plus AISSA/CESA of outcome (AISSA/CESA to advise their schools)	DfE	
10	AISSA/CESA schools to obtain flight details from student and advise DfE (with details of 24/7 school contact during quarantine) *	AISSA/CESA schools	
11	Schools to maintain contact with students whilst in quarantine	AISSA/CESA schools	

\* Must provide evidence of a negative COVID-19 (PCR) test to airline, taken 72 hours or less before scheduled departure. Masks must be worn on all international flights, including at airports. Must quarantine for 14 days at a designated facility, in port of arrival (i.e. at a medi-hotel). Must take evidence of exemption decision to the airport.

### Key organisations

Department of Home Affairs – DoHA

Department of Education, Skills and Employment - DESE

SA Health

Department for Education – DfE

Association of Independent Schools South Australia – AISSA

Catholic Education South Australian – CESA

International Education Services – IES