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An Independent Public School

Unique Student Identifier (USI) Numbers

Dear Parent/Guardian,

All students need to have a Unique Student Identifier (USI). This supports studying at TAFE in the future or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives students access to an online USI account, which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5. A USI account will contain all nationally recognised training records. When applying for a job or enrolling in further study, students will need to provide training records and results. One of the main benefits of the USI is that students will have easy access to training records and results throughout their life.

Please assist your child in creating a USI number. Once students create a USI number, they need to **print out the email confirmation that states the USI number or forward a copy to ashdale.sc@education.wa.edu.au**. Please understand we need to see original documentation so all data is entered accurately and correctly.

Please be aware that Year 10 – 12 enrolments cannot proceed without a USI number.

How to create a USI Number

It is free and easy to create a USI online. If you are unable to access a computer please speak to an Ashdale Secondary College Enrolment Officer to assist you. Please refer to the attached *Student Information on the Unique Student Identifier (USI)* letter for further instructions.

If you have any questions please contact the college on 9302 7100 or by emailing ashdale.sc@education.wa.edu.au