

# PROGRAM OF EXCELLENCE – How to Submit Your Media Arts Application Years 7 and 8 2027

ALBANY  
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## HOW TO SUBMIT YOUR APPLICATION

### Program of Excellence Application Form

The application form must be received by 4pm Thursday 4 June 2026 either in person at the School Administration Office, e-mail to [excellence@albanycreekshs.eq.edu.au](mailto:excellence@albanycreekshs.eq.edu.au) or post to PO Box 40, Albany Creek 4035.

Please note an Expression of Interest (EOI) to Enrol to Albany Creek State High School must also be submitted in addition to the Program of Excellence application. The EOI for 2027 is available on the Albany Creek State High School website, <https://albanycreekshs.eq.edu.au/enrolments/enrolling-at-our-school/program-of-excellence-for-2027>

### How to Submit on USB

You are submitting a creative video of a minimum of 1 minute.

Submit your **creative video** on USB\* to the ACSHS office in an **ENVELOPE** with the following clearly written on the front:

**For the Attention of: Enrolments/Program of Excellence – Media Arts Coordinator**

**From: Name of Student**

Video File naming Convention:

**LASTNAME\_FIRSTNAME\_EXCELLENCE PROGRAM MEDIA\_2027.mp4, or**

**LASTNAME\_FIRSTNAME\_EXCELLENCE PROGRAM MEDIA\_2027.mov**

*\*Please note the USB will not be returned*

If you cannot submit the video on USB, follow the online option below.

### Video Application

In addition to the application form, acceptance to the program is based on each student's submission of a 1–2 minutes self-edited video created during the past twelve months. The video is a minimum of 1 minute and is saved as an .mp4 file OR .mov

Creative Videos will be accepted through the following platforms:

1. A **USB** submitted to the office, in an envelope clearly labelled with the student's name and Enrolments/Program of Excellence – Media Arts Coordinator. You must follow the naming convention above for the video file.  
or
2. **OneDrive** sent to [druel1@eq.edu.au](mailto:druel1@eq.edu.au) – a Queensland Government MIS login is required.

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## How to submit on OneDrive:

(Note: If you do not have a Queensland Government MIS login you are to submit your video to the office on a USB.)

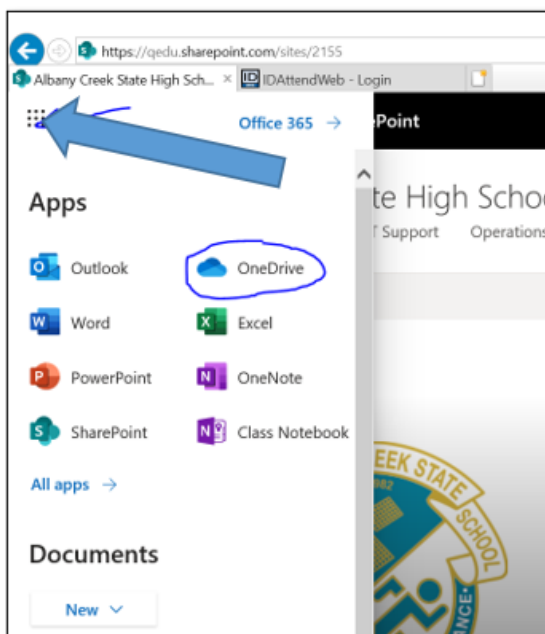
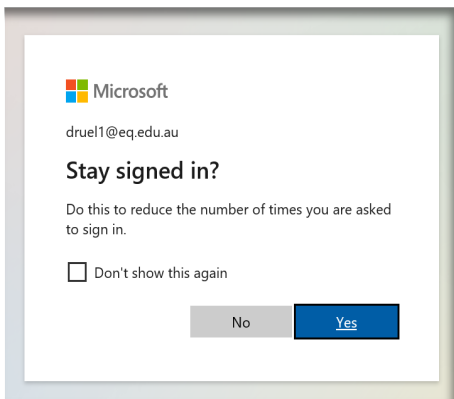
Please ensure you save your video file using the following naming convention.

LASTNAME\_FIRSTNAME\_EXCELLENCE PROGRAM MEDIA\_2027.mp4

Or

LASTNAME\_FIRSTNAME\_EXCELLENCE PROGRAM MEDIA\_2025.mov

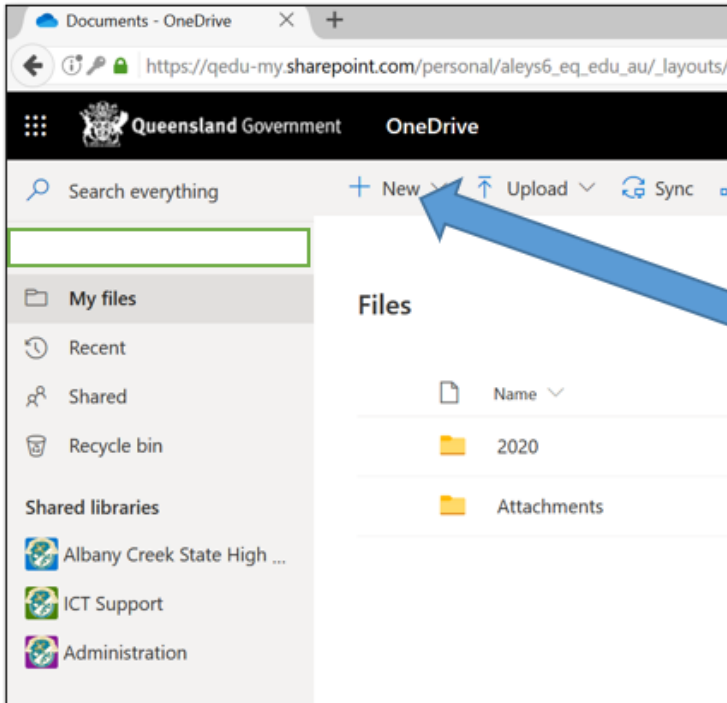
Submitting through OneDrive requires a **DOE MIS login**, please sign into your account.



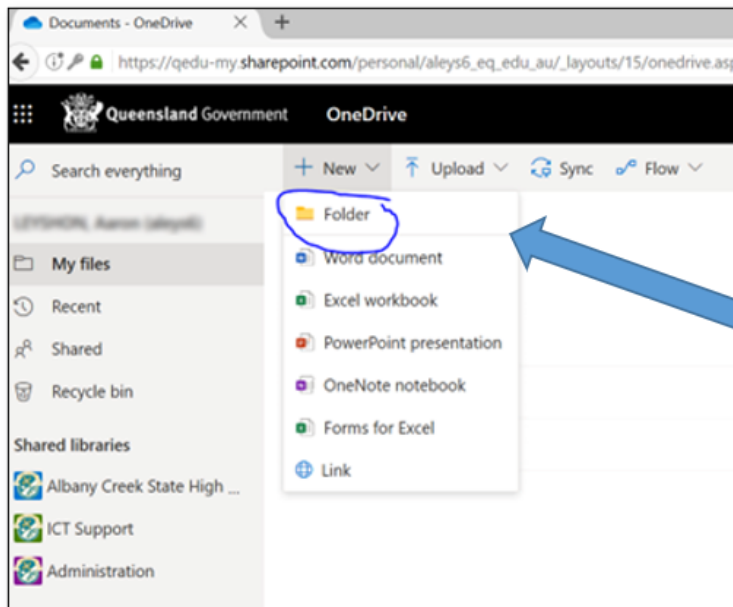
Click on the 9 dots in the top left-hand corner and select **OneDrive**.

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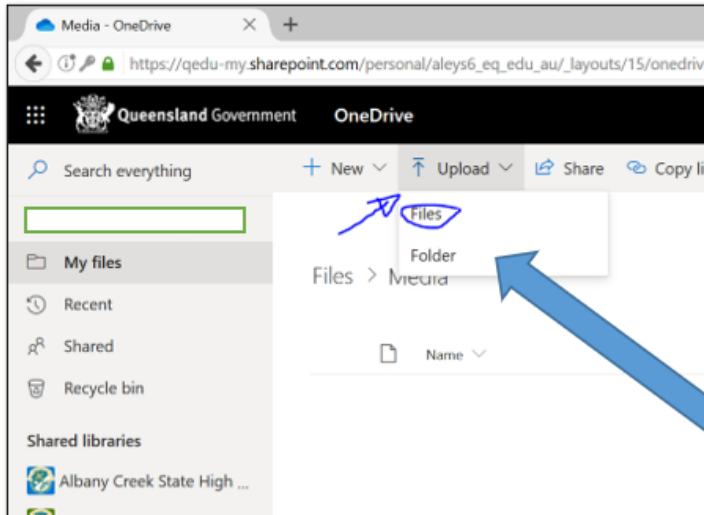
**Select  
+ New**



**Create a folder and name it  
LastName\_FirstName\_POE.  
Media2024**

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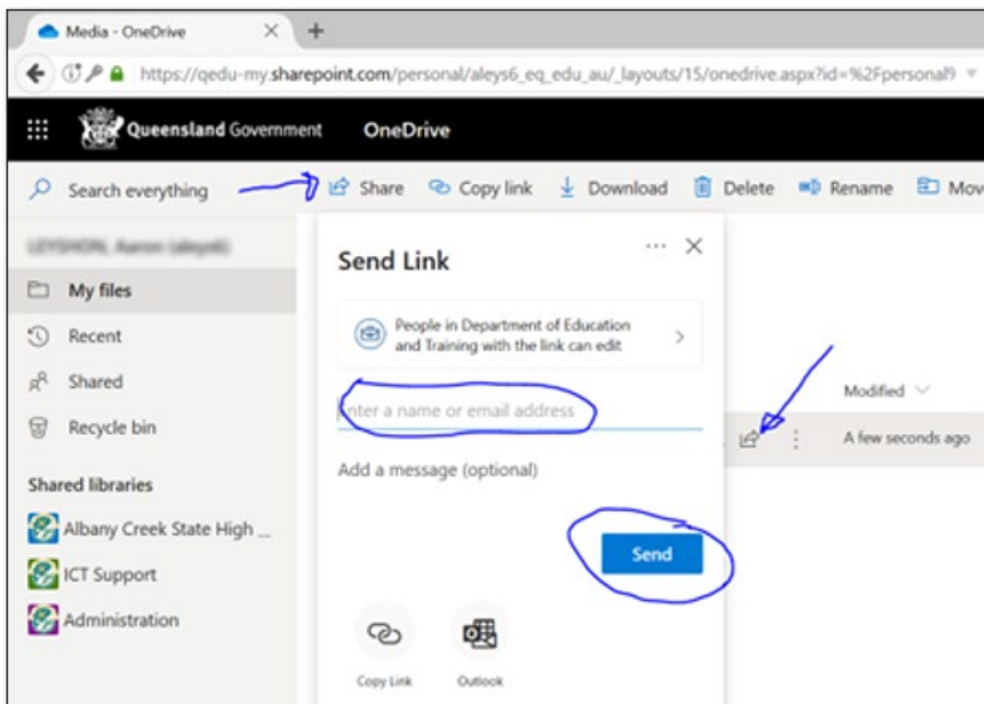


## Open your child's folder

Ensure the file has been named following the naming convention above.

Click "upload" and select the file to upload.

*Wait for the file to upload and then select the greyed-out circle*



Open Your student's folder and click on share and send the link to [druel1@eq.edu.au](mailto:druel1@eq.edu.au)

Your video will upload to Deb Ruellan, Head of Department – The Arts at Albany Creek State High School.