



Change of Details Form

Please complete the form below *if* any details need to be updated.

Student Name/s	Year Level	Students Name/s	Year Level

	Parent/Guardian 1 Details	Parent/Guardian 2 Details
Name:		
Relationship to Student:		
Occupation:		
Workplace:		
Phone:	Phone 1:	Phone 1:
	Phone 2:	Phone 2:
	Phone 3:	Phone 3:
Email:		
Emergency Contact:	Y/N	Y/N
Receives SMS:	Y/N	Y/N
Receives Correspondence:	Y/N	Y/N
Resides with Student:	Y/N	Y/N
Address:		
Postal Address:		
Do you wish to receive Report Cards if the family is separated? If yes, please provide email.	Y/N 	Y/N

The above parents/guardians will be Emergency Contacts. Please add any further names below if desired.

Priority	Contact Name	Relationship to Student	Phone
1			
2			
3			

Medical Conditions (additional forms maybe requested if your child/ren require medication at school)	
Medical Condition:	
Symptoms:	
Management:	

Parents/Guardian Authorisation

Name: _____ Signature: _____ Date: _____

If there are any changes to parental custody, please complete the section below.

Custody/ Access Details

Are there any current Family Court or other Court Orders concerning the welfare, safety or parenting arrangements of your child/ren?

Y/N

I have provided a copy of the current Court Order

Y/N

Details:

Family Notes**New Parent/Guardian Family Details**

Name:

Employer:

Occupation:

Occupation Group (please tick)

☐ **Group 1:** Senior management in large business organisation, government administration and defence and qualified professionals

☐ **Group 2:** Other business managers, art/media/sportspersons and associate professionals

☐ **Group 3:** Tradesmen/women, clerks and skilled office, sales & service

☐ **Group 4:** Machine operators, hospitality staff, assistants, labourers and related workers

☐ **Group 8:** Not in paid work in the last 12 months

School Education Level (please tick)

☐ Year 9 or equivalent or below ☐ Year 10 or equivalent ☐ Year 11 or equivalent ☐ Year 12 or equivalent

Non-School Education Level (please tick)

☐ Certificate I to IV (incl. trade) ☐ Advanced diploma/Diploma ☐ Bachelor's degree or above ☐ No non-school qualifications

Country of Birth

Is the Parent/Guardian an Australian Citizen?

Country of Residence

Is the Parent/Guardian a permanent resident of Australia?

Language/s other than English

☐ No English

☐ Yes Other- please specify

Needs Interpreter? ☐ Yes ☐ No

Office Use Only:

Civica

☐

Initial:

Date:

First Aid

☐

Initial:

Date: