



# STUDENT DETAILS UPDATE FORM

**IMPORTANT NOTES**

1. THIS FORM MUST BE COMPLETED EACH TIME YOUR DETAILS CHANGE.
2. THE COMPLETED FORM MUST BE SUBMITTED TO SCHOOL SECRETARIES

**STUDENT'S DETAILS**

---

Student Name \_\_\_\_\_

Current Class \_\_\_\_\_

**CHANGES TO CONTACT DETAILS** *(If changed within the last 12 months)*

---

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Mobile \_\_\_\_\_

Father's Mobile \_\_\_\_\_

Mother's Work Phone \_\_\_\_\_

Father's Work Phone \_\_\_\_\_

Mother's Work Address \_\_\_\_\_

Father's Work Address \_\_\_\_\_

**CHANGES TO CUSTODY/MEDICAL INFORMATION** *(If changed within the last 12 months)*

---

*Please provide details of any changes to custody/court orders and/or the student's medical needs. Copies of legal documents and/or medical details/plans must be attached.*

**CHANGES TO EMERGENCY CONTACT DETAILS** *(Other than the parents/guardians)*

---

**Contact 1:**

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**Contact 2:**

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**AUTHORISATION BY THE PARENT/GUARDIAN**

---

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date ----/--/--