

## Change of Student Personal Details

(Only complete questions for which there is a change)

### Personal Information Protection Statement

Personal information will be collected from you for the purpose of obtaining and verifying student related details. It will be used by the Department of Education for planning, and reporting authorised by the *Education Act 1994* and related State and Commonwealth Acts and Regulations. We may not be able to provide some services if the information is not provided. Disclosure of personal information is regulated by the *Personal Information Protection Act 2004*. Personal information may be disclosed to government and other authorised agencies for the purpose stated above, and to health practitioners to support student health requirements. You may access your personal information by application to the Principal. You can obtain a copy of the Department's Personal Information Protection Policy on request.

#### 1. Student's name

Surname or family name

First given name

Second given name

#### 2. Change of student independent status

Is the student now independent? Yes ☐ (see below)

Many students under 18 view themselves as being independent. However, personal choice is not sufficient. Independent students usually live independently, support themselves financially, and live away from their parents or guardians.

For this purpose a student is only deemed independent if they provide one of the types of evidence below:

1. Evidence of Centrelink payment, thereby meeting Centrelink criteria.
2. Current Youth Allowance, Austudy or ABSTUDY Notice of Assessment that clearly indicates the student is receiving the independent rate.
3. A document signed by the parent or guardian to say that the student is independent (some schools will have a special form for this).
4. Original rental or utility documents (for example: Aurora Energy or Telstra bill) in the student's name, together with a letter from the school's social worker or guidance officer attesting to the student's independent status.

#### 3. Student's new residential

address and telephone details

- The residential address cannot be a PO Box number

New residential address (NOT a PO Box number)

  


Postcode

Telephone number

Mobile telephone number

#### 4. Student's new mailing address

Same as Question 3?

Yes ☐

No ☐ Complete this section

New mailing address

  


Postcode

Telephone number

Mobile telephone number

#### 5. Student's new term address

Same as Question 3? Yes ☐

Same as Question 4? Yes ☐

New mailing address

  


Postcode

Telephone number

Mobile telephone number

#### Office use only

Date entered:	Data entered by:	Change data for all students in this family? Yes <input type="checkbox"/>
Medication forms attached: Yes <input type="checkbox"/>	Additional information provided: Yes <input type="checkbox"/>	Independent status sighted: Yes <input type="checkbox"/>

<b>6. New address</b> for the parent or guardian not living with the student	New address for P/G not living with the student <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Telephone number</span> <span>Mobile telephone number</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div>
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<b>7. New emergency contact details</b> if a parent or guardian cannot be reached in an emergency						
Contact name	Relationship to the student	Address	Work phone	Home phone	Mobile	
1						
2						
3						

  

<b>8. New doctor or clinic details</b>		
Doctor name or clinic	Address	Phone

  

<b>9. New medical condition details</b> (If a student is to be given medication by the school staff or has a severe allergy, written notification is required. Forms are available from the school office.)	
Medication condition (Please attach a list if insufficient space)	
1	
2	

  

<b>10. Student's new travel details</b> ■ Do not include Metro buses	<div style="display: flex; justify-content: space-around;"> <div>             Travels by bus              Yes <input type="checkbox"/> </div> <div>             Travels by car              Yes <input type="checkbox"/> </div> <div>             Travels by taxi              Yes <input type="checkbox"/> </div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Bus details</b> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">             Which bus does the student catch to come to school?           </div> <div style="border: 1px solid black; padding: 2px;">             Which bus does the student catch to go home from school?           </div>
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<b>11. New workplace details for the first parent or guardian</b>	First parent or guardian's name <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> Name of workplace <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Work telephone number</span> <span>Work mobile number</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div>
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<b>12. New workplace details for the second parent or guardian</b>	Second parent or guardian's name <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> Name of workplace <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Work telephone number</span> <span>Work mobile number</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div>
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<b>13. Do all of the changes above apply to other students in the family?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (Complete a separate form or tell the school about the differences)			
1.	2.	3.	4.

  

<b>14. Signature</b>	
Relationship to the student: <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Father <input type="checkbox"/> Other-please specify _____	Please record these changes in the school's records. Signed: _____ Please print name: _____ Date: _____