



Student Change of Details

In order to keep accurate records of student information, it is essential to make changes to student details immediately. Please fill in the section/s that require alterations/additions.

REASON FOR COMPLETING FORM

- | | |
|---|--|
| <input type="checkbox"/> Change of Parent/Guardian | <input type="checkbox"/> Adding Parent/Guardian |
| <input type="checkbox"/> Change of General Details | <input type="checkbox"/> Change of Family Situation |

STUDENT DETAILS

| | |
|-------------------|--|
| Full Name: | |
|-------------------|--|

PARENT / CAREGIVER DETAILS – ONLY COMPLETE IF CHANGES

| | Parent / Caregiver #1 | Parent / Caregiver #2 |
|---|---|---|
| Family Name: | | |
| Given Name: | | |
| Title: | | |
| Relationship to student: | | |
| Residential Address: | | |
| | Does the student reside with you? Yes No | Does the student reside with you? Yes No |
| Postal Address: <i>(if different from above)</i> | | |
| 1 st Contact Phone # | | |
| 2 nd Contact Phone # | | |
| 3 rd Contact Phone # | | |
| Email contact: | | |
| Occupation & Location: | | |
| Country of Birth: | | |
| Cultural Background: | | |
| Home Language: | | |
| Highest Year of Secondary Schooling completed? | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below |
| What is the level of highest qualification completed? | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to Iv (Including Trade) <input type="checkbox"/> No non-school qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to Iv (Including Trade) <input type="checkbox"/> No non-school qualification |
| Who should receive absence texts? | Yes <input type="checkbox"/> No | Yes <input type="checkbox"/> No |

CHANGE OF ADDRESS & CONTACT DETAILS

| | | | |
|------------------------------|--|---------------------|--|
| Parent/Guardian Name: | | | |
| Residential Address: | | | |
| Postal Address: | | | |
| Email Address: | | | |
| Home Phone: | | Work Phone: | |
| Home Mobile: | | Work Mobile: | |

CHANGES TO EMERGENCY CONTACTS (PLEASE CIRCLE)

| | | | |
|--|--|--|--|
| ACTION: | | ACTION: | |
| Name: | | Name: | |
| Home Phone: | | Home Phone: | |
| Home Mobile: | | Home Mobile: | |
| Work Phone: | | Work Phone: | |
| Work Mobile: | | Work Mobile: | |
| Relationship to student: | | Relationship to student: | |
| ACTION: DELETE (Cannot delete a legal Parent) | | ACTION: DELETE (Cannot delete a legal Parent) | |
| Name: | | Name: | |
| Relationship to student: | | Relationship to student: | |

CHANGES TO ADDITIONAL INFORMATION (IF APPLICABLE)

| | |
|-----------------------------|--|
| Family Situation: | |
| Custody/Access: | <i>Please attach official paperwork where required. Alternatively, information can be emailed directly to enrolments@laidleyshs.eq.edu.au.</i> |
| Further Information: | |

Name

Signature

Date

Office Use Only

OneSchool Updated ___ / ___ / ___

ID Attend changes made ___ / ___ / ___

Sibling details updated ___ / ___ / ___

SDCS Changes made ___ / ___ / ___