



STUDENT CONTACT UPDATE DETAILS

Please complete the details below and return to the school office so we can record any changes that may be needed, as there have been a number of incidences where the home phones numbers and/or emergency contact numbers have been disconnected and we have not been able to make contact parents/guardians/carers or emergency contacts. If your child/ren has a medical condition please inform the office.

CHILD/CHILDREN'S NAMES

	SURNAME	GIVEN NAMES	GRADE
1.			
2.			
3.			
4.			
5.			

PARENT/GUARDIAN/CARER DETAILS

1 ST Parent/Guardian/Carer	2 ND Parent/Guardian/Carer
Mr/Mrs/Ms/Miss	Mr/Mrs/Ms/Miss
Surname: _____	Surname: _____
Given Names: _____	Given Names: _____
Relationship to child: _____	Relationship to child: _____
Residential Address: _____	Residential Address: _____
Suburb: _____ Postcode: _____	Suburb: _____ Postcode: _____
Postal Address: _____	Postal Address: _____
Suburb: _____ Postcode: _____	Suburb: _____ Postcode: _____
Home Phone: _____	Home Phone: _____
Mobile Number: _____	Mobile Number: _____
Work Phone: _____	Work Phone: _____
Email Address: _____	Email Address: _____

EMERGENCY CONTACTS (NOT PARENTS/GUARDIAN/CARERS)

Please ensure that the emergency contact names you provide are people you feel are totally trustworthy to collect your child from school if you cannot be contacted. A friend, neighbour or relative may be your choice but ***it is important you check that they are willing to be recorded on your child's records as an emergency contact.***

	Contact 1	Contact 2	Contact 3
Name			
Relationship			
Home Phone			
Work Phone			
Mobile Phone			

Name: _____ Signature: _____ Date: _____