



St Georges Basin Public School

15 Tallyan Point Road, BASIN VIEW 2540
Telephone: (02) 44 434 251 Facsimile: (02) 44 434 835



REQUEST FOR UP-TO-DATE INFORMATION

Dear parent/caregiver,

It is imperative that we keep our records up to date. We therefore ask you to complete this form with your family information and return it to the front office. **Should your family details change throughout the year we would appreciate immediate notification in writing or please submit this form to our front office.**

Youngest Student's Name:		Class:
<input type="checkbox"/>	Tick here if there are no changes to your family information and return it to the office	
Other Student's Name:		Class:
Other Student's Name:		Class:
Other Student's Name:		Class:
Family address:		

CONTACT DETAILS that you require changed

Mother's Name:			
Mobile:	Home Ph:	Work Ph:	Address:
Email:			

Father's Name:			
Mobile:	Home Ph:	Work Ph:	Address:
Email:			

EMERGENCY CONTACT DETAILS that you require changed

Only persons listed below may collect your child/children. Please note preferred order of contact in an emergency

Name	Relationship to family	Mobile Phone	Daytime Phone
1.			
2.			

PARENT OCCUPATION that you require changed

If your occupation is with DEFENCE, this section MUST be completed to ensure our system is correct.

Name Parent 1	Name Parent 1	Current occupation	DEFENCE (circle)
1.			YES / NO
2.			YES / NO

A reminder to parents to notify the school about your child's health

My child/children _____ has a health condition.
We **have / do not have** health information updates to advise the school of.

We welcome information from parents about your child's health, even if you are not requesting specific support from our school. Our school asks for medical information when you enrol your child.

**** It is also important that you let us know if your child's health care needs changing or if a new health condition develops. ****

Information about allergies, medical conditions such as asthma and diabetes and other health care related issues (including prior conditions, such as medical procedures in the last 12 months) should be provided to the school by parents. Please provide this information in writing to the Principal. This will greatly assist our school in planning to support your child's health and wellbeing as well as assisting in an emergency.

A reminder to parents to notify the school about your child's custody arrangements

Our family _____ (family name) has AVO / custody arrangements in place.
We **have / do not have** updates to advise the school of.

In the event of your family relationship and custody arrangements change, please supply a copy of new or updated court orders to the school office. We can only be guided by 'in date' orders that relate to your children, when they are provided to us in writing.

We appreciate your assistance in this regard and assure you that any information you provide the school will be stored securely and will only be used or disclosed in order to support your child's/children's wellbeing needs or as otherwise required by law.

Print parent name in full: _____

Parent Signature

Date

OFFICE USE ONLY	Date	Initial
ERN UPDATED		
EBS4 UPDATED		
HEALTH UPDATED		
CUSTODY UPDATED		
DEFENCE UPDATED		
SCRIPTURE UPDATED		