

Change of Family Details Form

Please complete this form if any details have changed. It is very important that parents advise the school immediately, should any of the details below change during the course of the year

PARENT/GUARDIAN DETAILS					
Family Name:		Title:	Given Name:	Gender:	
Occupation and location:		Email address :		Work Phone:	
Relationship to Student:				Mobile Phone:	
PARENT/GUARDIAN 2 DETAILS					
Family Name:		Title:	Given Name:	Gender:	
Occupation and location:		Email address :		Work Phone:	
Relationship to Student:				Mobile Phone:	
STUDENT DETAILS					
Family Name:					
Given Names:		Preferred Name:		Date of Birth:	Gender:
Child 1:					
Child 2:					
Child 3:					
Child 4:					
Home Address:			Suburb:		P'Code
Mail Address (if different from home address):			Suburb:		P'Code
Emergency Contact	1	Name:		Relationship:	Home Phone: Work Phone:
	2	Name:		Relationship:	Home Phone: Work Phone:
	3	Name:		Relationship:	Home Phone: Work Phone:
Doctor's Name:				Phone No:	
Travel Information:			Mode of Transport: (to/from school)		If bus - which bus route:
Medical Conditions	Student Name:		Condition:		Symptoms/Treatment:
Medicare number:			Has/have student/s been immunised?: Y N		
Custody Details (if applicable):					

Parent/Guardian Signature: _____

Date: _____

******Please return completed form to office@kenmoreshs.eq.edu.au or to administration******

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42- Information privacy.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these State government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

It is important that information held by Education Queensland is accurate, up to date and complete.

For a more detailed explanation on privacy, or the handling of personal information, please contact Education Queensland's privacy contact officer, on (07) 32370546 or InformationPrivacy@qed.qld.gov.au