



CHANGE OF DETAILS

STUDENT NAME _____ HOMEGROUP: _____

New Address: _____

Proof of evidence must be provided to **ACTION** any changes- Present the original documentation to the school for verification.

Copies of original documents will be made by school staff for retention on student file.

☐ Owner of own residence: Council rates or contract of sale for property and recent gas or electricity bill

Rental residence: rental agreement that covers the first 12 months at school,
a bond receipt lodged with Consumer & Business Services and a recent gas or electricity bill

New Phone Number: _____ Name: _____

New Email: _____

Change of Emergency Contact: _____

Other Change of Details: _____

(Supporting documentation must be provided for changes to Parent/Guardian relationships or Custody Orders)

Name: _____ Signature: _____ Date: _____

Office Use Only

Student Services	Bus Pass required yes / no ID order processed yes / no Bus Travel Route _____ Date _____ Initial _____
Data Manager	Data Entered _____ Date _____ Initial _____