



HERCULES ROAD STATE SCHOOL

"Where people make the Difference"

Change of Details Form – Must be completed by a parent/carer

Students Details					
Student Name/s:			Class:		
Reason for Change of Details Form					
<input type="checkbox"/> Update address/email/phone	<input type="checkbox"/> Update/remove emergency contacts		<input type="checkbox"/> Change fee paying parent		
<input type="checkbox"/> Change of custodial parent	<input type="checkbox"/> Update of medical information		<input type="checkbox"/> Other		
Parent/Carer Contact Details					
	Parent/Carer 1			Parent/Carer 2	
Full Name					
Relationship					
Student resides with parent	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Address Line 1					
Address Line 2					
Suburb					
State		Post code		Post code	
Email					
Contact Phone number	Mobile:		Mobile:		
	Work:		Work:		
Receives invoices	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Contacts Details					
	Emergency Contact 1			Emergency Contact 2	
Name					
Relationship (e.g. grandparent)					
Contact Phone number	Mobile:		Mobile:		
Remove current Emergency Contacts <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name:			Name:		

Medical Conditions

Does the student have any medical conditions? Yes No

Details of medical conditions:

If yes, does the student have an individual health plan? Yes No If yes, please provide a copy

Court/Custody Orders – If there is a change to parental custody, please complete the section below

Are there any court/custody orders? Yes No If yes, please provide a copy

Parent Authorisation - I confirm that I am the Parent or Guardian of the student/s listed. By signing, I agree the information provide is true and correct as at the dated indicated below.

Parent Name:

Parent Signature:

Date: / /

OFFICE USE ONLY

Details updated on One School		Date Updated	Entered by	Initial
<input type="checkbox"/> Yes	<input type="checkbox"/> No	/ /		