



GOLD CREEK SCHOOL

CHANGE OF STUDENT CONTACT INFORMATION

Students affected by Change of Details:

Student/s Surname	Student/s First Name	Year

Change Action *(please circle)*

1. Change contact information for an existing contact.
2. Add a new Contact.
3. Delete Contact Information.
4. Split a household with two Primary Contacts to two separate households.

Contact Details *(enter contact's name and the details to update)*

1. Name of Contact with changed details	
2. Contact's new mobile phone number	
3. Contact's new work number	
4. Contact's new home phone number	
5. Contact's new email address	
6. Contact's new residential address	
7. Delete contact information	

New Contacts *(please provide their contact status, contact priority and permissions)*

(NB: Only Primary Contacts receive written communications from the school. (Primary Contacts are usually Parents or Primary Carers). Emergency contacts are only contacted in accordance with "priority contact" information you provide. Primary contacts do not have to be "priority contacts" for a student (this is the order people are contacted, for example, when a child is in sick bay). An emergency contact can be higher "priority contact" than a parent identified as a "Primary Contact.")

1. Contact Status: Primary (Parent/Carer) or Emergency Contact	Primary <input type="checkbox"/>	Emergency <input type="checkbox"/>
2. Relationship to Student		
3. Contact Priority (<i>i.e., the order in which contact is contacted, e.g., when a child is in sick bay</i>)	Contact 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
4. Authorised to pick up student	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Contact lives with student/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Receives absence reports (<i>Primary Contact only</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Receives correspondence (<i>Primary Contacts only</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Receive school reports (<i>Primary Contacts only</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is financially responsible for student (<i>Primary Contacts only</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Contact can authorise an educator to take students outside the education premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Contact authorised to grant medical consent	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of Person Requesting Change: _____

Relationship to Student/s: _____

Signature: _____ Date: _____