



# GYMPIE State High School

## GYMPIE STATE HIGH SCHOOL

### CHANGE OF DETAILS FORM

This form is to update student details at Gympie State High School. A parent/carer must complete and sign this form. Please return form to the Student Service Centre or email to [student.services@gympieshs.eq.edu.au](mailto:student.services@gympieshs.eq.edu.au)

#### **STUDENT DETAILS – (PLEASE COMPLETE THIS SECTION – MANDATORY)**

Please provide **proof** if changing student's legal name e.g. Birth Certificate or Passport

Student's Given Name

Student's Family Name

Year Level

Other Siblings Attending Gympie State High School

#### **FAMILY DETAILS**

Parent/Carer's Full Name

Address

Suburb/Postcode

Home Telephone Number

Mother/Carer's Mobile Number

Mother/Carer's Work Number

Mother/Carer's Email Address

Father/Carer's Mobile Number

Father/Carer's Work Number

Father/Carer's Email Address

#### **EMERGENCY CONTACT DETAILS**

If we cannot contact you, please provide contact details of at least two other contacts **who can be contacted to collect the student from school in the event of illness or injury.**

**(1)**

Full Name

Relationship to Student (e.g. uncle, aunt, sister)

Mobile/Daytime Contact Number

**(2)**

Full Name

Relationship to Student (e.g. uncle, aunt, sister)

Mobile/Daytime Contact Number

#### **STUDENT MEDICAL DETAILS**

Medical Condition (s)

Symptoms/Management

Continued over page→

**CHANGE OF FAMILY CIRCUMSTANCES**

(Student's new living arrangements)

**Please note: The school cannot change parent contact details unless relevant court orders are provided to the school or the legal parent/carer consents to the change in writing.**

**\*\*Student/s NOW resides with:**

**(1) \*\*Parent/Carer's Full Name**

**\*\*Relationship to Student**

**\*\*Contact Number**

**\*\*Address**

**\*\*Email**

**\*\*Is the parent/carer an emergency contact? YES / NO**

**(2) \*\*Parent/Carer's Full Name**

**\*\*Relationship to Student**

**\*\*Contact Number**

**\*\*Address**

**\*\*Email**

**\*\*Is the parent/carer an emergency contact? YES / NO**

**COURT/CUSTODY DETAILS**

Are there any current family court or other court orders concerning the welfare, safety or parenting arrangements of the student? **YES / NO**

If **YES**, please provide the school a copy of the court order.

Other details (e.g. informal legal arrangement)

**INDIGENOUS STATUS**

- Aboriginal but not Torres Strait Islander
- Torres Strait Islander but not Aboriginal origin
- Both Aboriginal and Torres Strait Islander origin

**OTHER INFORMATION**

**DECLARATION OF ACCURACY**

I declare that the information provided on this form is true and correct.

\_\_\_\_\_  
Signature of Parent/Carer

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**OFFICE USE ONLY**

**Administration Officer (Page 1 only)**

- OneSchool / Legal/Custody tab
- Copy to QCAA Officer (Yr 10, 11, 12 address/phone changes only)

Admin Officer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Enrolment Officer (Page 2 only)**

- Confirmed with legal parent/carer? YES / NO \_\_\_\_\_
- OneSchool / Legal/Custody tab
- Court Order documents       Parenting arrangement documents

Enrolment Officer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_