

## CONFIDENTIAL STUDENT/FAMILY INFORMATION UPDATE

To ensure our records are correct complete this form and return it to the General Office or e-mail to [swan.hill.c@education.vic.gov.au](mailto:swan.hill.c@education.vic.gov.au) at your earliest convenience. It is imperative we have the correct information to contact families.

If ADDING an Alternate Family, please speak to the staff in the General Office. If amending, please complete below.

Students in the family	
Name:	Year Level:
Name:	Year Level:
Name:	Year Level:

Primary Family: (Family student lives with the majority or all of the time)	
<b>Parent A:</b>	<b>Parent B:</b>
First Name & Surname:	First Name & Surname:
Mobile No:	Mobile No:
Email:	Email:
Current employment:	Current employment:
Work Ph:	Work Ph:
Home Ph:	Home Ph:
Residential Address:	Residential Address:

Emergency Contacts	
Name:	Ph:
Name:	Ph:

Alternative Family Change of Details: (Family student spends time with – if applicable)	
<b>Parent A:</b>	<b>Parent B:</b>
First Name & Surname:	First Name & Surname:
Mobile No:	Mobile No:
Email:	Email:
Current employment:	Current employment:
Work Ph:	Work Ph:
Home Ph:	Home Ph:

Permission to publish Photos/Names in the media and Internet:	Yes	No
Court Orders:	Yes	No
(Provide Office with a copy of Current Court Order if Yes)		
Parent/Guardian Signature: _____	Date: _____	
<b>(This must be signed by the current Parent A on our file)</b>		
Office use only:	<input type="checkbox"/> Updated in Cases	<input type="checkbox"/> Updated in Operoo