

## Change of Details Form

This form should be used by families when changing family details. The purpose for collecting this information is to ensure the Department has accurate records.

**Privacy:** The information collected on this form is for the purpose set out and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law.

### Student Details

Current Family Name:

Student ID:

Current Given Name(s):

Year Level:

Please tick the type of details to be updated.

<input type="checkbox"/>	Name Change Details	<input type="checkbox"/>	Address or Contact Details	<input type="checkbox"/>	Parent/Guardian Occupation Details <small>(Please use the occupational group codes as a guide, on the reverse side of this form)</small>
<input type="checkbox"/>	Living Arrangements of Students	<input type="checkbox"/>	Medical Condition of Student	<input type="checkbox"/>	
<input type="checkbox"/>	Emergency Contacts	<input type="checkbox"/>	Medicare/Ambulance Number	<input type="checkbox"/>	Access Restrictions <small>(Please attach copies of supporting documents)</small>
<input type="checkbox"/>	Immunisation Update	<input type="checkbox"/>	Doctor's Details/Change of Doctor	<input type="checkbox"/>	

### Name Change Details

New Family Name:

New Given Name(s):

Reason for Name Change:

*Please attach all relevant certified copies of official documentation. (E.g.: Marriage certificate/Change of name Certificate)*

### Address Change Details

### Email Change Details

New Address:

Email Address:

City:

State:

Postcode:

Telephone:

### Other:

Please specify:

### Parent/Guardian signature

I certify that the information contained within this form is correct.

Signature: \_\_\_\_\_

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

### Office Use Only

Information updated by: \_\_\_\_\_

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

The completed form is to be placed on the student's personnel file

## Parental Occupation Group Codes

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

### GROUP A - Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation  
Public Service Manager (Section head or above), regional director, health / education / police / fire services  
Administrator Other administrator (school principal, faculty head / dean, library / museum / gallery director, research facility director)  
Defence Forces Commissioned Officer Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others: *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional *Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer) *Air/sea transport* (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

### GROUP B - Other business managers, arts/media/sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
Specialist Manager (finance / engineering / production / personnel / industrial relations / sales / marketing)  
Financial Services Manager (bank branch manager, finance / investment / insurance broker, credit / loans officer)  
Retail sales / Services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)  
Arts / Media / Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)  
Associate Professionals - generally have diploma / technical qualifications and support managers and professionals: *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional *Business / administration* (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager) *Defence Forces* senior Non-Commissioned Officer

### GROUP C - Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group  
Clerks (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)  
Skilled office, sales and service staff:

*Office* (secretary, personal assistant, desktop publishing operator, switchboard operator) *Sales* (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher) *Service* (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

### GROUP D - Machine operators, hospitality staff, assistants, labourers and related workers

#### **Drivers, mobile plant, production / processing machinery and other machinery operators**

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)  
Office assistants, sales assistants and other assistants: *Office* (typist, word processing / data entry / business machine operator, receptionist, office assistant) *Sales* (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)

*Assistant / aide* (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

**Labourers and related workers** *Defence Forces* - ranks below senior NCO not included above *Agriculture, horticulture, forestry, fishing, mining worker* (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand) *Other worker* (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

**DEPARTMENT OF EDUCATION AND TRAINING**  
**ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS**  
(including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

#### **Protecting your privacy and sharing information**

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

#### **Our school's use of online tools (including apps and other software) to collect and manage information**

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

#### **Emergency contacts**

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

#### **Student background information**

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

#### **Immunisation status**

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

#### **Visa status**

Our school also requires this information to process your child's enrolment.

#### **Updating your child's personal and health information**

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

#### **Accessing your child's records**

Our school provides ordinary school communications and school reports to students and parents, guardians and

carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

**Student transfers between Victorian government schools**

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.