



**HAVE YOU CHANGED YOUR DETAILS?  
PLEASE UPDATE YOUR DETAILS BELOW**



Dear Parent/Guardian

We have recently checked our student data and it has come to our attention that some information is incorrect or out of date. This can be frustrating, and crucial, in an emergency situation. Therefore, would you please complete the information below return to the school as soon as possible. You can send it in with your child, post it in, fax it in or scan and email it to us (see details at bottom of page).

Your assistance in this matter is greatly appreciated.

Mrs G Fortune  
Principal

July 2009

STUDENT SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENT TUTE: \_\_\_\_\_ Other students (brother/sister) at this school, inc Tute: \_\_\_\_\_

Student lives with:    Mother    Father    Both    Other: \_\_\_\_\_ (circle)

Mother Name: \_\_\_\_\_ Father name: \_\_\_\_\_  
First Surname First Surname

Guardian Name: \_\_\_\_\_ Other Name: \_\_\_\_\_  
First Surname First Surname

Student Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mother Mobile: \_\_\_\_\_ Father Mobile: \_\_\_\_\_

Work Telephone: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Guardian Contact: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different to home address)

Emergency Contacts (NOT parent or guardian):

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_

Doctor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Father Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 This will be used to verify absentee notes

Mother Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 This will be used to verify absentee notes

**If you need extra space, please complete any additional details on the reverse of this form.**

**Post:** Morley SHS  
 Bramwell Road,  
 NORANDA WA 6062

**Fax:** 9375 1246

**Email:** jo.stevens@det.wa.edu.au

<i>Office Use Only</i>									
<i>Tick, initial and date when complete</i>	<i>Received. Date and Initials</i>	<i>Student Data Updated</i>	<i>Student File Updated</i>	<i>Student Address Labels</i>	<i>Fees. Copy to DW</i>	<i>Fees. Copy to Registrar</i>	<i>Amend Master File</i>	<i>Processed. Date &amp; Initials</i>	<i>Attached To Student file</i>