

FORM

Change of Details

(formerly Database Amendment)



Eldest Child's Full Name: Class:

Name of person completing this form & relationship to child:

If you do not have a child attending SPW, what is your association to the School?
 Old Scholar Past Parent Staff

Please tick the relevant box indicating the details you wish to change and provide new information in the space provided.

Amendment Required	New Details
<input type="checkbox"/> Home Address	
<input type="checkbox"/> Telephone Number	<i>State whether home, mobile or work:</i>
<input type="checkbox"/> Email Address	
<input type="checkbox"/> Employers Name/Contact Number	
<input type="checkbox"/> Emergency Contact A <input type="checkbox"/> Emergency Contact B	<i>Provide relationship to student, home, work and mobile telephone numbers:</i>
<input type="checkbox"/> Medical Information/Conditions	<i>If applicable the School will forward you Medical Plan forms to be completed</i>
<input type="checkbox"/> Marital Status	<i>If changes are due to separation or divorce, the School requires both parents to complete the back page of this form and sign. If this is not possible, please contact the Principal's Executive Assistant on 7221 6206.</i>
<input type="checkbox"/> Mailing Address	
<input type="checkbox"/> Billing Address	<i>Please note we require a signature from both parents to be able to change this address.</i>
<input type="checkbox"/> Finance Information	
<input type="checkbox"/> Permissions	<p>SPW publishes photography and video imagery of students in SPW printed publications, school website and social media. For privacy reasons students' full names are not published.</p> <p><input type="checkbox"/> [...] Include my child <input type="checkbox"/> [...] Exclude my child</p> <p><input type="checkbox"/> Permission to use Internet & Email under SPW staff supervision <input type="checkbox"/> Permission to go on local walks outside of School grounds under SPW staff supervision</p>

Signed Signed Dated

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MARITAL STATUS INFORMATION

It is important that SPW has up to date information as this will enable the School to provide the best possible education and meet the needs of your child(ren). Accurate up to date information satisfies the needs of the parent, the needs of the student and the needs of the School during the period that the student(s) is/are enrolled. The purposes for which the School uses personal information of students and parents include:

- keeping parents informed about matters relating to their child's schooling through correspondence, newsletters and magazines
- day to day administration of the School
- looking after the student's educational, social and medical wellbeing
- satisfying the School's legal obligation and allowing the School to discharge it's duty of care

Please refer to the School's Privacy Policy which can be found at spw.sa.edu.au for more information.

We appreciate your cooperation.

Are there any Court Orders or related documents affecting the custody of this child(ren)?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Are the parents of this child(ren) separated?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Is the separation amicable?	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]
Who does the child(ren) reside with?	Mother [<input type="checkbox"/>]	Father [<input type="checkbox"/>] Shared [<input type="checkbox"/>]
If you have answered yes to any of the above questions, has the Principal been notified of the relevant information and/or sighted relevant documents	Yes [<input type="checkbox"/>]	No [<input type="checkbox"/>]

If no, please contact the Principal's Executive Assistant on 7221 6206.

The parent with which the child(ren) does not predominately live is asked to advise their communication needs and the correspondence they would like to receive from the School. *The parent who the child(ren) predominately lives with will normally receive this through the child(ren) or directly in the mail. If the child(ren) lives with both parents, (indicated as shared above), we ask that the Father completes this section.*

[] Weekly - email address added to our ParentMail contact group in order to receive copies of The Weekly and other communication via email

[] Formal Correspondence - all Principal, School Council, Finance and Development Office correspondence

[] Semester Report - copies of all Semester Reports

[] Class Correspondence - all class letters, including diary notes and extra and co-curricular letters

Name of Mother/ Caregiver A:	<input type="text"/>	Name of Father/ Caregiver B:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

For SPW Office Use:			
Maze Updated on:	<input type="text" value="/ /201"/>	By (Initials):	<input type="text"/>
Parent Mail Updated on:	<input type="text" value="/ /201"/>	Signed:	<input type="text"/>
If applicable:	[<input type="checkbox"/>] Principal notified	[<input type="checkbox"/>] Added to Mailing Lists	
	[<input type="checkbox"/>] A/Fam created	[<input type="checkbox"/>] List/Labels - Class Teacher	
Dated:	<input type="text" value="/ /201"/>	By Initials	<input type="text"/>