



OXLEY STATE SCHOOL

Student Contact Details Update

Please complete the details below and return to the school Administration Office for records to be updated.

For finance and newsletter correspondence please add your current email.

CHILD/CHILDREN'S NAMES

SURNAME	GIVEN NAMES
1.	
2.	
3.	
4.	
5.	

PARENT/GUARDIAN/CARER DETAILS

1 st Parent/Guardian/Carer	2 nd Parent/Guardian/Carer
Mr/Mrs/Ms/Miss Surname: _____	Mr/Mrs/Ms/Miss Surname: _____
Given Names: _____	Given Names: _____
Address: _____	Address: _____
_____ Postcode: _____	_____ Postcode: _____
Home Phone: _____	Home Phone: _____
Mobile Number: _____	Mobile Number: _____
Work Phone: _____	Work Phone: _____
Email: _____ (This email will receive newsletter and finance correspondence)	Email: _____

BILLING DETAILS: Parent/caregiver will receive invoices via email. If Fee Allocation is to be shared between parents, please contact the Office for further information.

EMERGENCY CONTACTS

(NOT PARENTS/GUARDIAN/CARERS LISTED ABOVE)

Please ensure that the emergency contact names you provide are people you feel are totally trustworthy to collect your child from school if you cannot be contacted. A friend, neighbour or relative may be your choice but **it is important you check that they are willing to be recorded on your child's records as an emergency contact.**

	Contact 1	Contact 2	Contact 3
Name			
Relationship			
Home Phone			
Work Phone			
Mobile Phone			

Parent Name: _____ Signature: _____ Date: _____

Office use only: ☐ Entered in Oneschool ☐ Print new student card