Dear Parents/Guardians

It is important that our school records have update information.

We are asking that all families fill in the information on the back of this letter and return it to the school in an envelope marked Family Details. In the busyness of moving jobs or house, people often forget to let us know of these changes.

WE WOULD LIKE ALL FAMILIES TO COMPLETE THIS FORM SO WE ARE ABLE TO CHECK THAT THE CORRECT INFORMATION HAS BEEN ENTERED.

It is imperative that you provide an emergency contact person as we have at times had very sick and distressed children in the sick room and have not been able to contact parents.

Where children are living with parents at different addresses, could each parent please provide the relevant information.

Thank you for taking the time to complete this information and returning it to the front office as soon as possible.

Yours sincerely

Carmel Maguire
Principal
13 February 2012
UPDATED FAMILY INFORMATION TERM 1 2012

________________________________FAMILY

ELDEST CHILD____________________CLASS_______

NAMES OF OTHER CHILDREN _____________CLASS_________

_________________ CLASS

____________ CLASS

HOME ADDRESS: ______________________________________

________________________________

HOME PHONE NUMBER: __________________________

EMAIL ADDRESS: _________________________________
(please provide an email address that newsletters etc can be sent too)

MOTHER’S WORK NUMBER: ______________________

MOTHER’S MOBILE:___________________________

FATHER’S WORK NUMBER: ______________________

FATHER’S MOBILE:___________________________

EMERGENCY CONTACT PERSON: __________________

RELATIONSHIP TO STUDENTS: _________________

PHONE NUMBER: ______________________________ (H)

______________________________ (M)