

11/09/2015

Dear Parents,

The Diocesan Catholic Education Office is working with our school to update our Student Information System. To enable us to communicate efficiently to parents, we need to have up- to-date student information. Please let us know if there are any changes to the household **SINCE YOU ENROLED YOUR CHILD**. If circumstances have changed, since enrolment, please fill out the correct forms and return to the office as soon as possible.

As part of the update, the Parent Code will change to a number which will be unique across the Diocese. This will involve a number of changes that we will communicate to you in a timely matter.

Direct Credits/Payment of Fees

For parents who do direct deposits to the school's bank account, we request that to assist us in processing your payments quickly, future bank transactions reflects the new Parent Code in the description of the funds transfer. This will allows us to quickly identify the source of the payment and receipt it correctly. Please update any regular or irregular payment processes with your bank to reflect the new Parent Code when it becomes available.

Direct Debit

Direct Debits are unaffected by the change. DCEO and the school will update the records appropriately to reflect the new Parent Code for processing future direct debits.

Parent Lounge

Currently access to the Parent Lounge portal uses the Parent Code and password allocated by the school. When the update is conducted by DCEO, the change of Parent Code will prevent access to Parent Lounge as the existing Parent Code will no longer be valid for the portal. Early in the new term, we will communicate to all parents their new Parent Code which will provide access using the same (current) password.

The update is planned during the school holidays. If you are unable to access Parent Lounge after this time, please contact the school for any enquiries until the new code can be issued.

Thank you for your understanding in this matter.

Administration

Student Details: Name:
Name:
Name:

Year :
Year:
Year:

DETAILS OF PARENTS NOT LIVING WITH THE STUDENT or have SPLIT ACCESS

If you complete this section then you must also complete Special Family Circumstances

Parent No 1	Parent No 2
Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Given Name/s:	Given Name/s:
Surname:	Surname:
Date of Birth: Religion:	Date of Birth: Religion:
Parish:	Parish:
Relationship to Student:	Relationship to Student:
Residential Address:	Residential Address:
City:	City:
State: Post Code:	State: Post Code:
Postal Address (if different from above):	Postal Address (if different from above):
City:	City:
State: Post Code:	State: Post Code:
Driver's Licence:	Driver's Licence:
Home Phone: Mobile Phone:	Home Phone: Mobile Phone:
E-mail Address:	E-mail Address:
Occupation:	Occupation:
Workplace:	Workplace:
Work Phone:	Work Phone:

Special Family circumstances e.g. single parent, dual custody, foster care, access restrictions (give details)

Student Resides with:

Do supporting legal documents exist (e.g. Family Court Orders, access restrictions, Parenting Plans)?

Are all such documents attached? YES NO
 YES NO

