**Change of Personal Details for   
Home Education**

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**General information**

This form is to be used when details regarding you or your child have changed. It is a standard condition of registration under the *Education (General Provisions) Act 2006* (Qld) that a parent notifies the chief executive of any change in the address of the child’s usual place of residence within 28 days after the change happens.

**Privacy statement**

The Department of Education is collecting the personal information you supply on this form for the purposes of keeping your records up to date and accurate and administering your child’s registration for home education (if granted) under the *Education (General Provisions) Act 2006* (Qld).

The Department may disclose personal information collected on this form to –

* the Queensland Curriculum and Assessment Authority in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld) *-* if your child participates in the National Assessment Program – Literacy and Numeracy (NAPLAN) tests;
* the Queensland Curriculum and Assessment Authority to facilitate the opening of student learning accounts in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld);
* the Australian Government Department of Human Services in compliance with Part 10, Division 2 of the *Student Assistance Act 1973* (Cwlth) - if you or your child apply for, or receive, a student assistance benefit under the *Student Assistance Act 1973* (Cwlth); and
* any other parent of your child (upon request) if permitted by s.426 of the *Education (General Provisions) Act 2006* (Qld). (Note: only the child’s information will be provided to another parent).

The department may also disclose personal information collected on this form to third parties with your consent or where authorised or required by law.

The information will be stored securely. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact the Home Education Unit by phone on (07) 3513 6755 or 1800 677 176 (free call).

**Instructions**

1. Other than the parent and child’s names in section 1 and 2 of the form, **only complete the sections on the form for which the details have changed.**
2. Ensure the declaration on page 5 is completed and signed.
3. Please print in **BLOCK LETTERS**.
4. Copies of new documentation should be supplied. For example, if court orders relating to a child have been issued, a copy of the new or revised orders should be provided.
5. If your child’s name or address of their usual place of residence has changed, please post the *Certificate of Registration* to the Home Education Unit at the address below in order for a replacement certificate to be issued.

If you have any questions about this form or process, or require assistance completing this form, including translation services, please contact the Home Education Unit (phone (07) 3513 6755 or 1800 677 176 (free call) or email [homeeducation@qed.qld.gov.au](mailto:homeeducation@qed.qld.gov.au)).

**Lodgement**

The completed form and supporting documentation to be posted to:

The Manager, Home Education Unit

Department of Education

PO Box 3710

South Brisbane Business Centre QLD 4101

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# Name of applicant parent (current details)

|  |  |
| --- | --- |
| First name(s) |  |
| Family name |  |

# Name of child registered for home education (current details)

|  |  |
| --- | --- |
| Legal first name(s) |  |
| Legal family name |  |

***Details to be updated – leave blank unless the details have changed***

# Parent’s name (if changed)

|  |  |
| --- | --- |
| 3.1 Applicant parent’s new name | *Enter the details of the parent.* |
| Title |  |
| First name(s) |  |
| Family name |  |

|  |  |
| --- | --- |
| 3.2 Additional person | *You may enter the details of a second person (may be the child’s other parent) with whom the Home Education Unit may discuss the child’s registration. Note: this authority will remain in place unless otherwise advised in writing by the applicant parent.* |
| Title |  |
| First name(s) |  |
| Family name |  |
| Additional person’s relationship to the child |  |
| The additional person currently recorded by the Home Education Unit is to be removed | Yes |

|  |  |
| --- | --- |
| **Office use only** | |
| Received Date |  |
| Updated in database |  |
| HPRM reference |  |

# Child’s details (if changed)

|  |  |
| --- | --- |
| **Child’s new name** | *Enter the details of the child.*  Please return ***Certificate of Registration*** to the HEU. |
| Legal first name(s) |  |
| Legal family name | Please provide a **certified copy** of the name change document. |
| Preferred first name(s) |  |
| Preferred family name |  |
| Gender |  |

# Revised address/contact details (if changed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent address and contact details** | Please return **Certificate of Registration** to the HEU. | | |
| Residential address |  | | |
|  | Postcode |  |
| Postal address |  | | |
|  |  | Postcode |  |
| Home phone number |  | | |
| Mobile number |  | | |
| Email address |  | | |

# Child’s usual place of residence (if changed)

|  |  |  |  |
| --- | --- | --- | --- |
| Residential address of the child | Please return **Certificate of Registration** to the HEU. | | |
|  | Postcode |  |

# Place of home education (if changed)

|  |  |  |  |
| --- | --- | --- | --- |
| The address where the home education will be provided |  | | |
|  | Postcode |  |

# Details of who will provide the home education (if changed)

|  |  |
| --- | --- |
| Child’s teacher | *Under s.205 of the Act, the education of the child must be provided—*   1. *by one or both of the child’s parents; or* 2. *by a registered teacher; and* 3. *primarily at the child’s usual place of residence.* |
| Is the child’s education to be provided by a parent? | Yes  No, or jointly with a registered teacher—provide details below |
| Teacher’s first name(s) |  |
| Teacher’s family name |  |
| Teacher registration number |  |
| Do you give authorisation for the Home Education Unit to provide information regarding registration of the child to this person? | Yes  No |

# New or revised court orders

|  |  |
| --- | --- |
| * 1. **Out-of-home care arrangements** | Provide details regarding court orders.  Under the Child Protection Act 1999, when a child protection order is approved by the Children’s Court, the child is placed in out-of-home care. Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care. |
| Is the child identified as residing in out-of-home care? | Yes  No |
| If yes, what are the dates of the court order? | Commencement date:  End date:  **Please provide a copy of the court order.** |
| Contact details of the Child Safety Officer (if known) | Name:  Phone number: |
| **9.2 Family Court orders** | *Provide details regarding court orders.* |
| Are there any current orders made pursuant to the *Family Law Act 1975 (Cwlth)* concerning the welfare, safety or parenting arrangements of the child? | Yes  No |
| If yes, what are the dates of the court order? | Commencement date:  End date:  **Please provide a copy of the court order.** |
| Other court orders | *Provide details regarding court orders.* |
| Are there any other current orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the child? | Yes  No |
| If yes, what are the dates of the court order? | Commencement date:  End date:  **Please provide a copy of the court order.** |

# Declaration

The declaration is to be completed by the parent (original applicant).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert full name – must be the applicant who originally applied to register the child for home education)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert address)

declare that all information I have provided in this *Change of* *Personal Details* form is true and correct.

I make this declaration conscientiously believing the same to be true.

Parent name (must be the original applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist

|  |  |
| --- | --- |
| Checklist |  |
| All relevant sections of this form have been completed. | Yes  No |
| The *Certificate of Registration* is enclosed  *(if applicable).* | Yes  No  N/A |
| A **certified copy** of the child’s change of name certificate is enclosed  *(if applicable).* | Yes  No  N/A |
| A **certified copy** of my marriage or change of name certificate is enclosed  (*if applicable*). | Yes  No  N/A |
| A copy of any current court orders relating to the child is enclosed  (*if applicable*). | Yes  No  N/A |
| The declaration has been completed and signed. | Yes  No |