

CONFIDENTIAL

CHANGE OF PERSONAL DETAILS 2026



Government
of South Australia
Department for Education

ONE PAGE PER STUDENT

COMPLETE RELEVANT SECTION, SIGN & EMAIL TO: dl.1430.info@schools.sa.edu.au

Student Name: _____ Year Level: _____

Parent/Caregiver 1 Name: _____ Signature: _____ Date: _____

Parent/Caregiver 2 Name: _____ Signature: _____ Date: _____

Change of Residential Address <small>*Proof of residential address to be provided, please see below for required supporting documentation.</small>		Old Address:	New Address:
Change/Add Postal Address (PO BOX Only)		Old Address:	New Address:
Change Email Address		Old Address:	New Address:
Change/Add Phone Number		Parent Name: New Number:	Parent Name: Additional Number:
Add Emergency Contact:		Full Name:	
		Relationship to Student:	
		Mobile Number:	
		Other Number *if applies:	
Remove Emergency Contact:		Full Name:	
		Relationship to Student:	
Request to Swap Enrolling Parents: <small>*Both enrolling parent signatures are required to make this change.</small>		New Enrolling Parent 1:	New Enrolling Parent 2:
Change to Court Orders: <small>*Copy of updated court orders must be attached.</small>		Details:	
Medical Condition Update: <small>*Copy of Health Care Plan to be attached. Please see below for further instructions.</small>		Details:	

OFFICE USE ONLY

EMS Update:	Date:	Actioned By (Print Name): Signature:
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Proof of residence

The following information will help you provide suitable evidence. This documentation needs to be provided by parents/guardians if they are seeking to change their address on the Department's EDSAS system. Addresses should not be changed by schools if this information is not provided.

If you own your home

- A copy of the contract of sale for the property or a recent council rates notice, **and**
- Recent a gas or electricity bill for that property.
(Please note that water rates, phone or other bills, car registration, driver's licence etc. are not accepted)

If you rent a home

- A rental agreement and a bond receipt lodged with Consumer and Business Services showing the current place of residence the rental agreement should cover at least the first 12 months the child will be attending the school, **and**
- A recent gas or electricity bill for that property.
(Please note that water rates, phone or other bills, car registration, driver's licence etc. are not accepted)

If your child is living with a relative or friend, you will need to provide supporting documentation stating that the relative/friend is the legal guardian of the child. This documentation must include a parenting order from the Family Court, which states that the relative/friend is the formal full-time carer of the child.

If the Student has a Medical Condition:

A health care plan/medication plan (issued by the treatment room and signed by a medical practitioner) **MUST** be provided to the school. Any medication must be in original packaging and be labelled by a pharmacy with child's name and dosage clearly visible.

Blank copies of all plans are available by request from the Treatment Room.

Custody/Intervention Orders :

A copy of a custody or Intervention Order which has been signed by the Court **MUST** be provided to the school to be kept in the student's central file.