



Additional Contact Person Form

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

Section 1 : Student Details

Student's Legal Surname

Student's Legal First Name

Date of Birth

DD/MM/YYYY

Student's ID (if known) C

Section 2: Additional Contact Person

Legal Surname

Legal First Name

Other Given Names

Preferred Surname

(if different from Legal Surname)

Preferred First Name

(if different from Legal Surname)

Title (e.g. Mr/Ms/Dr)

Gender

Male

Female

Date of Birth

DD/MM/YYYY

Residential Address

(not a post office box)

Postal Address

Same as Residential Address

Mobile Telephone Number

(Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address (Personal)

This unique **Personal** email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Due to IT restrictions, workplace emails such as gov.au, org.au and cns.catholic.edu.au emails will not be accepted.



Section 2: Additional Contact Person cont...

What is the relationship of this person to the student?

Occupation (e.g. plumber, fire fighter, student, nurse)

Does this person perform any of the following roles in regard to the student?

Emergency Contact	Yes	No	(indicate priority e.g. 1st, 2nd, 3rd, 4th)
Legal Guardian	Yes	No	
Caregiver (Responsible for day-to-day care of student)	Yes	No	
Does this person reside with the student?	Yes	No	

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports	Yes	No	Parent Portal Access	Yes	No
Newsletters	Yes	No	SMS	Yes	No
eLearning	Yes	No	Parent Slips (LG only)	Yes	No

Signature of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver



Full Legal Name

Full Legal Name

Relationship to Student

Relationship to Student

Date Signed

DD/MM/YYYY

Date Signed

DD/MM/YYYY