



Wednesday 23rd March, 2022

Dear Parent/Guardian

ANNUAL STUDENT ENROLMENT INFORMATION UPDATE

Today the enrolment details for your student(s) are being emailed to you. It is a Department of Education and Training requirement that families notify schools of any changes to student information. Please check your details and advise the school if any changes are to be made.

This can be done by:-

1. Printing and making changes manually to the document, signing and returning to the school;
2. Emailing maryborough.ec@education.vic.gov.au to advise any changes to be made; or
3. Coming to the General Office and requesting a hard copy of the Student Enrolment details to make the necessary changes.

If no changes are needed, simply email the school with confirmation that our records are current.

When checking your information, please ensure the following details are up to date:-

- All contact details, including emergency contacts (emergency contacts should be people other than parents/guardians – maximum of 4 contacts)
- Medicare number and doctor details
- Student's medical information
- If parents no longer live together and both are in contact with the student, they are required to be recorded as separate families on the student's record. Please advise if this needs to be arranged.

CSEF

The Camps, Sports and Excursion Fund information currently appears as a "N" for all students and will automatically appear as a "Y" once the funding has been received and applied to the eligible students.

Birth and Immunisation Certificates

Schools are required to hold copies of student's Birth and Immunisation certificates. If you have not previously supplied these to the school you are required to do so as a matter of urgency.

Digital Technologies and Photographic Permission

These are annual consents and need to be approved on XUNO if you have not already done so for this year. Please log into your parent portal to complete. If you are having trouble with XUNO access, please contact the school.

Yours sincerely

David Sutton
PRINCIPAL