**Home Schooling Registration Information**

**Amendment form**

About this form

Use this form to tell the VRQA about changes to the information associated with your child’s home schooling registration.

Name each registered child who the changes are relevant to.

Send the completed form by email or post to:

* [home.schooling@education.vic.gov.au](http://home.schooling@education.vic.gov.au)
* Victorian Registration and Qualifications Authority  
  Home Schooling Officer  
  GPO Box 2317  
  Melbourne Vic 3001

It is a requirement of registration that the responsible parent notifies us in writing if there are any changes to:

* the full name of the student being home educated
* the parent responsible for home schooling of the student
* the full name and contact details (including email address or phone number) of the parent responsible for home schooling the student(s)
* the address at which the home schooling of the student is being provided.

If you do not notify us about changes to this information, your child’s registration may cease.

**Privacy statement**

The VRQA collects and uses this information for the primary purpose of fulfilling its functions, including to:

* review your child’s registration
* contact you about your child’s registration

or for a secondary purpose related to one of the primary purposes.

In accordance with the *Education and Training Reform Act 2006* (ETR Act), details of students registered for home schooling are not made available to the public. However, in accordance with the ETR Act, the VRQA may disclose information collected to various prescribed persons and bodies. The information may also be disclosed where otherwise authorised or required by law.

You are able to request access to the personal information we hold about you, and request that it be corrected.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Registration information** | | | | | | | |
|  | | **Existing information** | | | **New information** | | |
| Name(s) of student(s) being home schooled | |  | | |  | | |
| Parent responsible for home schooling of student | Title (Mr/Mrs/etc.) |  | | |  | | |
| Family name |  | | |  | | |
| Given name(s) |  | | |  | | |
| Contact details | Telephone |  | | |  | | |
| Email  *Email is the preferred and most efficient method of communication* |  | | |  | | |
| **Residential** address |  | | |  | | |
| Suburb/town |  | Postcode |  |  | Postcode |  |
| **Postal** address |  | | |  | | |
| Suburb/town |  | Postcode |  |  | Postfode |  |
| Address at which the home schooling will occur  (N/A if same as above) | Street address |  | | |  | | |
| Suburb/town |  | Postcode |  |  | Postcode |  |