



### Request to Update Contact Information

Student Name:	
Grade:	
Birth Date:	
Last 4 digits of Social Security Number:	

Parent/Guardian 1
Address currently on record:
New Address:
Home phone number currently on record:
New home phone number:
Cell phone number currently on record:
New cell phone number:

Parent/Guardian 2
Address currently on record:
New Address:
Home phone number currently on record:
New home phone number:
Cell phone number currently on record:
New cell phone number:

Emergency Contact 1
Address currently on record:
New Address:
Home phone number currently on record:
New home phone number:
Cell phone number currently on record:
New cell phone number:

Emergency Contact 2
Address currently on record:
New Address:
Home phone number currently on record:
New home phone number:
Cell phone number currently on record:
New cell phone number:

Student resides with:	
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The following people are allowed to pick up my child:	
Name	Cell Phone Number

Reason for update:

For address change, please include one of the following:
<ul style="list-style-type: none"> <li>• Current or last month electricity bill</li> <li>• Current or last month water bill</li> <li>• Current or last month home phone/internet service bill</li> <li>• Property papers</li> <li>• Rental contract with date</li> <li>• Other (describe):</li> </ul>

Update requested by (print name):	
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On date:	
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Signature:	
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