

# Request to Change Student Contact Information

Student Name: \_\_\_\_\_

ID# \_\_\_\_\_

Grade: \_\_\_\_\_

**Please ONLY fill-in areas that are changes from the information we currently have.**

Physical Address –Proof of residence required on any address change.

Please submit a copy of current utility bill. No changes can be made without provided proof of residence.

## Mailing Address:

Street Number/Street Name: \_\_\_\_\_ Apt/Lot #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Physical Address:

Street Number/Street Name: \_\_\_\_\_ Apt/Lot #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Primary Guardian

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## Secondary Guardian

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency Contacts/Allowed to Pick-up Student Info. (Please circle Add or Remove for each contact)

Add/Remove Contact Name: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Add/Remove Contact Name: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Add/Remove Contact Name: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Add/Remove Contact Name: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

Registrar \_\_\_\_\_  
Date \_\_\_\_\_