



*(To be used for Change of Address/ Name /Contact Numbers/Mail ID/ Any other contact details)*

This is to inform you about the change in contact details of my child \_\_\_\_\_  
studying in \_\_\_\_\_(Class & Section). Kindly make a note of the changed \_\_\_\_\_  
\_\_\_\_\_ ( Name/ Parent Name/ Mobile Number/ Residence Address/ Residence  
Phone Number/ Mail ID) and update your records.

<b>Name of the Student</b>		
<b>Name of the Parent</b>	<u><b>FATHER</b></u>	<u><b>MOTHER</b></u>
<b>Changed information(*)</b> <i>(To be written in capital letters) with proper titles</i>		
<b>Any other Specification / Details</b>		

\* **Please provide the photocopy of the necessary document(s) as proof.**

- *For change of address - Aadhar Card/ Passport/ Electricity Bill/ Rental Agreement/ BSNL Bill.*
- *For change of parent name - Aadhar Card / Passport.*
- *For change in student name - Notarized Affidavit/ Paper Advertisement.*

**DECLARATION BY THE PARENT**

**All Information provided above is true and factual and validated with evidence.**

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Signature \_\_\_\_\_

Mother's Signature: \_\_\_\_\_

Father's Contact Details: \_\_\_\_\_

Mother's Contact Details: \_\_\_\_\_

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For Office Use Only	
<b>Required proof(s) attached : (Yes / No) :</b>	<b>Signature:</b>
<b>Database Updated: (Yes/No):</b>	<b>Name of the Teacher In-charge:</b>
<b>Database Updated on:</b>	<b>Signature of the Teacher In-charge:</b>
<b>Signature of the Principal:</b>	

