



(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.

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

* **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	
Required proof(s) attached : (Yes / No) :	Signature:
Database Updated: (Yes/No):	Name of the Teacher In-charge:
Database Updated on:	Signature of the Teacher In-charge:
Signature of the Principal:	

