KIDS KINGDOM CONVENT SCHOOL SINGHEWALA

APPLICATION FORM FOR CHANGE IN ADDRESS / PHONE NUMBER/ E-MAIL ADDRESS

**STUDENT'S PARTICULARS IN SCHOOL RECORDS AS ON DATE…………………………………………**

1. Name ..................................................................................................................................................................

2. Class ............................... Section .................... Registration Number ..............................................................

3. Father's/Guardian's Name .................................................................................................................................

4. Address ...............................................................................................................................................................

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5. Phones .................................................................. (Resi.) (Office)

6. Mobile .................................................................. (Father). (Mother)

7. E-mail .................................................................................................................................................................

**CHANGES SOUGHT**

1. Please change my residential address in School records as follows w.e.f. ........................................

..............................................................................................................................................................

..............................................................................................................................................................

1. Subsequent to the aforementioned change our telephone nos. have changed / not changed.

The new phone numbers are ..............................................................................................................

1. The emergency phone no. listed in our child's Almanac/I-Card has changed / not changed.

The emergency phone number is ........................................................................................................

I confirm that my new mobile number, stated above, has been registered for receiving SMSs from the school.

**(To register, you have to send an SMS “START KKCS” to 9316623322)**

***Signature of Parent***

**FOR OFFICE USE ONLY**

As per the request of the parent changes have been recorded in all relevant documents

Authorized Signatory

Received by Principal's Office on………………………….& change recorded in student's file.

Received by Admn. Off on & change made in school records.

Class Teacher intimated of changes on ....................... by ...................................................

Transport In-Charge intimated on and change noted in bus records.

Exam Department intimated on ..................................................................

New Set of I-Cards issued on .......................................................................

Initials .................... Date ...................

Initials .................... Date ...................

Initials .................... Date ...................

Initials .................... Date ...................

Initials .................... Date ...................

Initials .................... Date ...................