

# **M.R. CITI PUBLIC SCHOOL**

Bhaddi Road, Balachaur (Pb.) - Ph. 01885-291002, 220290, 78148-1900

## **APPLICATION FORM FOR CHANGE IN ADDRESS OR PHONE NUMBER**



Date .....

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

1. Name.....
2. Class ..... Section ..... Admission Number..... D.O.B.....
3. Father's/Guardian's Name.....
4. Address.....  
.....  
.....
5. Phones..... (Resi.) ..... (Office)
6. Mobile..... (Father)..... (Mother)
7. E-mail.....

### **CHANGESSOUGHT**

1. Please change my residential address in School records as follows w.e.f. ....  
.....  
.....
  2. Subsequent to the aforementioned change our telephonenos.have    changed    notchanged.  
The new phone numbers are .....
  3. The emergency phone no. listed in our child'sAlmanac/I-Cardhas    changed    notchanged.  
The emergency phone number is .....
- I confirm that my new mobile number, stated above, has been registered for receiving SMSes from the school.

*Signature of Parent*

### **FOR OFFICE USE ONLY**

As per the request of the parent changes have been recorded in all relevant documents/files/school records.

Authorised Signatory

Received by Principal'sOfficeon .....and change recorded in student's file.

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

Received by Admn.Off./Accountson .....and change made in schoolrecords.

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

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

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

Transport In-Charge intimated on .....and change noted in busrecords.

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

Exam Department intimated on .....

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

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

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