

# M.R. CITI PUBLIC SCHOOL

Bhaddi Road, Balachaur (Pb.) – Ph. 01885-291002, 220290, 78148-19100



## APPLICATION FORM FOR CHANGE IN Other Information / Details

Date .....

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

1. Name .....
2. Class ..... Section ..... Admission Number ..... DOB .....
3. Father's Name .....
4. Mother's Name .....
5. Address .....
6. Phones (Resi.) ..... (Office) .....
7. Mobile (Father) ..... (Mother).....
8. E-mail .....

### CORRECTIONS SOUGHT

1. Please Correct my Student's Name ☐ D.O.B ☐ Father's Name ☐ Mother's Name ☐  
School records as follows w.e.f. ....
2. Student's Name from ..... To .....
3. Father's Name from ..... To .....
4. Mother's Name from ..... To .....
5. D.O.B from ..... To .....

I hereby submit the required supporting documents attached here with

New copy of Aadhaar Card of Child ☐ Mother ☐ Father ☐ D.O.B Proof ☐

Affidavit for change ☐ Copy of Newspaper Published ☐

I confirm that new updations stated above are correct & final and need to be registered in school record.

*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.

**Updations required:** Documented in Personal File (Affidavit /other) (as on \_\_\_\_\_), School Software (as on \_\_\_\_\_), E-Punjab (as on \_\_\_\_\_),  
Admission Form (as on \_\_\_\_\_), Updated Document Attach with Adm. Form (as on \_\_\_\_\_)  
Admission and Withdrawal Register (as on \_\_\_\_\_)

Authorised Signatory

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

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

Received by Admn. Off. Accounts on ..... and change made in school records.

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

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

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

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

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

Exam Department intimated on .....

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

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

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