

M.R. CITI PUBLIC SCHOOL

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

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

CHANGES SOUGHT

1. Please change my residential address in School records as follows w.e.f.
.....
.....
2. Subsequent to the aforementioned change our telephone nos. have changed not changed.
The new phone numbers are
3. 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 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's Office onand 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 onand change noted in bus records.

Initials Date

Exam Department intimated on

Initials Date

New Set of I-Cards issued on

Initials Date