



# TRINITY GLOBAL SCHOOL

## 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 .....
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 on ..... and change recorded in student's file.

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

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

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

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

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

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

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