SPRINGFIELD SCHOOL

CHANGE OF CONTACT DETAILS FORM

Pupil's Legal **Forename** (First Name)

Pupil's Legal **Surname** (Family Name

Tutor Group: ……

Please indicate who this change is for:

Pupil ☐ Mother ☐ Father ☐ Carer ☐ Other ☐

Type of change:

Name ☐ Home address ☐ Mobile no ☐ Email address ☐

New Address: ……

……

New Email Address

New Home Telephone ……

New Mobile Number

New Work Number ……

Date Valid From ……

Signed ……

Please Print Name ……

Any Other Changes To Contact Details (Please State)……

……

For Office Use Only:

	Date	Signature
Reception		
Attendance Assistant		
Data Office		
Head of Year		

This form is to be kept in Year Office filing system once completed

Please note that if a pupil's legal name changes, the parent, carer, or legal guardian must provide the school with the original legal document confirming the change for review, e.g. deed poll, adoption certificate; it is their responsibility to provide this evidence. Once the document(s) has been verified, a copy of the document will be stored on the pupil's record and the pupil's name will be updated accordingly.