



CHILD FILE UPDATE

Date: _____ Child's Name: _____

CHANGE OF ADDRESS OR PHONE NUMBER

Please describe the update in detail below:

Examples:

Change our home phone number from 770-555-1212 to 678-516-9222.

Add a work phone number for John Smith, 770-555-1223

ADD OR REMOVE SOMEONE FROM EMERGENCY CONTACTS/AUTHORIZED PICK UP LIST

<input type="checkbox"/> Add	<input type="checkbox"/> Remove	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

This change is: Permanent For the following date(s) only: _____

MISCELLANEOUS CHANGES

Use the following space to describe any other change to be made to your child(ren)'s file, such as adding an allergy.

Parent/Guardian Signature: _____

FOR OFFICE USE ONLY

Initial:

_____ Change made in paper file

_____ Change made in computer

_____ New information sheet for emergency binder (if needed)

_____ Notify teacher/staff (if needed)