



CHANGE OF CONTACT DETAILS FORM

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

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

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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:

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New Email Address

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New Home Telephone

New Mobile Number

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New Work Number

Date Valid From

Signed

Please Print Name

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

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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

IMPORTANT

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.