

Academic Year 20\_\_\_\_\_- 20\_\_\_\_\_

## (To be used for Change of Address/Name/Contact Numbers/ Mail ID/any other contact details)

This is to inform you about the change	in of my ward(Na	ame of the
student & Admission No.) studying in_	(Class & Section). Kindly make a r	note of the
changed	(Name / Parent Name / Mobile Number / Residence	Address /

Residence Phone Number / Mail ID) and update your records.

Name of the Student		
Name of the Parent	<u>FATHER</u>	MOTHER
Changed information(*) (To be written in capital letters) with proper titles		
Any other specification/detail		

\* Please provide the photocopy of the necessary document(s) as proof.

- For change of address Aadhar Card / Passport / Electricity Bill / Rental Agreement / BSNL Bill
- For change in parent name Aadhar Card / Passport
- For change in student name Notarized Affidavit / Paper Advertisement

**DECLARATION BY THE PARENT** 

All Information provided above is true and factual and validated with evidence.

Father's Name: \_\_\_\_\_

Father's Signature:

Father's Contact Details:\_\_\_\_\_

Mother's Name:

Mother's Contact Details:

For Office Use Only		
Required proof(s) attached: (Yes / No):	Signature:	
Database Updated: (Yes / No):	Name of the Incharge:	
Database Updated On:	Signature of the Incharge:	
Signature of the Principal:		



Mother's signature: