Parent/Guardian Contact Update Change Form

Please view your Parent Portal to verify contact information. *If you need to make any changes, please complete the areas that need to be updated **only***. Please submit to School/House Secretary. All lines with an * MUST be completed. If you need to make other changes not listed below, please contact your school/house secretary.

*Date: _____   *School:_____

*Student(s) Name: _____

(Please list above ALL student names in household that changes should apply)

Contact Information #1 (Household)	Contact Information #2
Contact 1	**Contact 2 (Optional if one Parent/Guardian is not living in the same household)**
*Parent /Guardian 1: _____	*Parent /Guardian 2: _____
*Relationship to Student:_____	*Relationship to Student:_____
New Main Phone(**will receive all calls**): _____	New Main Phone(**will receive all calls**): _____
Additional Phone # (example cell, work, etc):	**Additional Phone # (example cell, work, etc):**
New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐	New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐
New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐	New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐
New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐	New Phone #:_____ Contact Name_____ Type (cell, work)_____ Add this # to receive all calls ☐

Email Change Request

Please list current Email to be removed and new email to be added:

Old Email Listed:_____ New Email Added_____Add this email to receive notificatons ☐

Parent/Guardian Print Name_____ Signature_____