



## 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

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### 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"/> Add	<input type="checkbox"/> Remove	_____	_____	_____	_____
<input type="checkbox"/> Add	<input type="checkbox"/> Remove	_____	_____	_____	_____

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.

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Parent/Guardian Signature: \_\_\_\_\_

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### 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)