



## APPLICATION FORM FOR CHANGE IN ADDRESS OR PHONE NUMBER

Date .....

### STUDENT'S PARTICULARS IN SCHOOL RECORDS AS ON DATE

1. Name .....
2. Class ..... Section ..... Admission Number .....
3. Father's/Guardian's Name .....
4. Address .....
5. Phones ..... (Resi.) ..... (Office)
6. Mobile ..... (Father)..... (Mother)
7. E-mail.....

### CHANGES SOUGHT

1. Please change my residential address in School records as follows w.e.f. ....  
.....  
.....
  2. Subsequent to the aforementioned change our telephone nos. have  changed  not changed .  
The new phone numbers are .....
  3. The emergency phone no. listed in our child's Almanac/I-Card has  changed  not changed .  
The emergency phone number is .....
- I confirm that my new mobile number, stated above, has been registered for receiving SMSes from the school.  
(To register, you have to send an SMS "START DPSSCH" to 9230002323.)

*Signature of Parent*

### FOR OFFICE USE ONLY

As per the request of the parent changes have been recorded in all relevant documents/files/school records.

Authorised Signatory

Received by Principal's Office on ..... and change recorded in student's file. Initials ..... Date .....

Received by Admn. Off./Accounts on ..... and change made in school records. Initials ..... Date .....

Class Teacher intimated of changes on ..... by ..... Initials ..... Date .....

Transport In-Charge intimated on ..... and change noted in bus records. Initials ..... Date .....

Exam Department intimated on ..... Initials ..... Date .....

New Set of I-Cards issued on ..... Initials ..... Date .....