

INFORMATION UPDATE FORM

Please use this form to update the Kenston Intermediate School office with any changes to a student's information. Print or write legibly.
Please return in an envelope addressed to the KIS office.

Complete all of this first section.

STUDENT'S FULL NAME _____
HOMEROOM TEACHER _____ **ROOM #** _____

*For the following, **complete only the items which need to be updated** on the student's records or have changed since the beginning of the school year.*

STREET ADDRESS (STUDENT'S) _____
POST OFFICE & ZIP CODE _____
HOME PHONE # _____

PARENT FULL NAME(S) _____
PARENT ADDRESS _____ **(MOM or DAD)**
POST OFFICE & ZIP CODE _____ **please circle**

PARENT HOME PHONE # _____	Mom
PARENT WORK PHONE # _____	Mom
PARENT CELL PHONE # _____	Mom
PARENT HOME PHONE # _____	Dad
PARENT WORK PHONE # _____	Dad
PARENT CELL PHONE # _____	Dad

EMERGENCY CONTACTS (ADD):

FULL NAME _____ **Relationship** _____
STREET ADDRESS _____
POST OFFICE & ZIP CODE _____
HOME PHONE # _____ **WORK PHONE #** _____
CELL PHONE # _____

EMERGENCY CONTACTS (DELETE):

FULL NAME _____ **Relationship** _____

OTHER INFORMATION (divorce, guardianship, other):

*For **changes to medical information or conditions**, please contact the school nurse or health aide as soon as possible.*

PARENT SIGNATURE _____ **DATE** _____