



STUDENT DATA CHANGE REQUEST FORM

Attn. Student Accounting – District Service Center

From:	School:	Date Submitted:

Name of Parent/Guardian Requesting Change: _____

Student Name(s) Impacted by Change	Date of Birth	Teacher

Change of Primary Address *Effective Date of Move into New Address: _____

Does this change effective the whole family? If so, continue under **Second Household.**

Street Address	City, State, Zip

In the event there is a second household, the primary household should be the home where the children spend the majority of their time and the primary contact for all student communications. Parents must agree which household is considered the primary household since there can only be one. Under Federal and State law parents are allowed equal access to educational information unless there is a legal order in place prohibiting such access.

Second Household add/change *Effective Date of Move into New Address: _____

Name of Parent/Guardian who moved to 2nd Household:	
Street Address	City, State, Zip

***Parents can log into Family Access to update their Email Address, Work/Cell Phone Numbers and Emergency Contacts.**

Update Phone Numbers*You can only have one "Home" number, which is the primary number used for all District phone communications. The primary number, must be in the "Home" location for the entire household. (For example, if mom's cell is the primary number because there is no home number, put the same phone number in Mom's cell and Home boxes.)

Parent/Guardian Name	Home*	Work	Cell

Update Email Address

Parent/Guardian Name	New Email Address

Emergency Contacts to Add, Remove or Change#

(A) Add # (R) Remove (C) Change	Full Name	Relationship to Student	Home	Work	Cell

***Other Information that might be helpful in understanding your student (such as death, divorce, learning problems) If Custody Issues, provide copy of legal paperwork to Student Accounting at the district office.**