



Hillside Special School - Change of pupil details

Pupil name: **Effective date of change:** / /

Change of details for pupil:

New name **Proof of change attached Yes/No**
Please provide school office with legal documentation

New address:

..... **Postcode:**

New home phone number:

Updated contact details for parents/carers:

New name (in full): (Following Marriage/Divorce/Deed Poll)
Please provide school office with legal documentation.

New mobile number: **Relationship to pupil:**

New work number: **Relationship to pupil:**

New email address: **Relationship to pupil:**

Updated contact details for other emergency contacts:

Surname: Forename: Title:

Relationship to pupil (parent/carer/step-parent/grandparent/family friend etc.):

Address:

Phone numbers: Mobile Other daytime number:

Any other change:

Signature: **Date:**

Name of signatory:

For school office use only. Date changes recorded: ___ / ___ / ___

- Record Card
- SIMS
- Record Sheet
- Blue Pupil File
- Attendance Register
- Transport List
- Pupil/family list. Issue to:
 - Headteacher
 - Deputy
 - Office green file
 - Emergency box file