

SEVERNE PRIMARY SCHOOL PUPIL RECORD AMENDMENTS

PLEASE COMPLETE THIS SECTION	For office use only:-
PUPIL'S SURNAME FORENAME(S)	Database amended (initial)
CLASS.....	Date

PLEASE ONLY COMPLETE THE FOLLOWING RELEVANT SECTIONS FOR CHANGES TO RECORDS (INCLUDING THE DATABASE)

PUPIL'S NEW SURNAME (if applicable)..... DATE OF CHANGE

PUPIL'S NEW HOME ADDRESS

POSTCODE

HOME TELEPHONE

PARENT'S NEW SURNAME TITLE DATE OF CHANGE

FATHER/GUARDIAN'S MOBILE	MOTHER/GUARDIAN'S MOBILE
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PLEASE ONLY COMPLETE THE FOLLOWING SECTION IF ONE PARENT/GUARDIAN HAS MOVED AWAY FROM THE PUPIL'S HOME ADDRESS

SURNAME (Mr/Mrs/Ms) FORENAME HOME ADDRESS TELEPHONE Home Mobile PARENT TO BE RETAINED AS CONTACT YES/NO	RELATIONSHIP TO CHILD IS THERE A LEGAL ORDER IN PLACE? IF YES, PLEASE PROVIDE A COPY FOR OUR RECORDS INCLUDING ACCESS RIGHTS
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PLEASE COMPLETE THE FOLLOWING SECTION IF THERE IS A CHANGE TO THE PUPIL'S EMERGENCY CONTACTS, (PLEASE ADVISE IF THERE ARE CHANGES TO THE ORDER OF CONTACT PRIORITY)

NAME, HOME ADDRESS & HOME TELEPHONE NUMBER OF NEW CONTACT	RELATIONSHIP TO PUPIL	DAYTIME PLACE AND TELEPHONE NUMBER IF DIFFERENT FROM HOME ADDRESS AND HOME TEL NO	MOBILE NO
Contact Priority Numberchange- yes or no*			
Contact Priority Numberchange- yes or no*			

NAME OF PUPIL'S NEW SURGERY	NEW SURGERY ADDRESS AND TELEPHONE NUMBER
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NEWLY DIAGNOSED MEDICAL CONDITIONS

Notified by Date

Signature of parent/guardian