

## UPDATE Contact Information (Secondary 6-12th grade)

Please update any information that may have changed on your student's record on this form.  
Be sure to include up-to-date phone numbers and second/third emergency contact information.

### **I am adding:**

Contact information: \_\_\_\_\_ Deleting information: \_\_\_\_\_ New phone number: \_\_\_\_\_ New Address: \_\_\_\_\_  
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### **STUDENT INFORMATION:**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City, State Zip

Home Phone: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
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### **PLEASE CHECK WHICH CONTACT IS CHANGING:**

PRIMARY (FIRST) CONTACT \_\_\_\_\_ SECOND CONTACT \_\_\_\_\_ THIRD CONTACT \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City, State Zip

Relationship: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
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### **-ANOTHER PERSON WHO SHOULD RECEIVE PROGRESS REPORTS, REPORT CARDS, ETC:**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City, State Zip

Relationship: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_