



CHANGE OF DETAILS FORM

It is the responsibility of families to ensure that both the College and CareMonkey are updated with any changes to contact details for students. Families are responsible for updating their CareMonkey account.

If any of the changes below are contrary to a court order that is in place, the change will be made when supporting evidence is provided.

CURRENT DETAILS

Student Name 1: _____ Homeroom: _____

Student Name 2: _____ Homeroom: _____

Mother/Guardian Name: _____

Father/Guardian Name: _____

NEW DETAILS

Student Name 1: _____ Student Name 2: _____

Mother/Guardian Name: _____ Father/Guardian Name: _____

New residential address: _____

New home phone number: _____

Mother/Guardian new work number: _____

Father/Guardian new work number: _____

Mother/Guardian new mobile number: _____

Father/Guardian new mobile number: _____

New email address: _____

Non-resident parent email address only: _____

NEW EMERGENCY CONTACT DETAILS

Emergency Contact 1 name: _____ Relationship to student: _____

Emergency Contact 1 email: _____ Phone: _____

Emergency Contact 2 name: _____ Relationship to student: _____

Emergency Contact 2 email: _____ Phone: _____

Mother/Guardian signature: _____ Date: _____

Father/Guardian signature: _____ Date: _____

Please remember that it is the families' responsibility to ensure that any changes made on this form are also updated on CareMonkey.

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE

Office Use Only: Date received: _____ Entered by: _____ Change of Parish (PUD11)