



# STUDENT INFORMATION CHANGES

DATE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_ Infant Toddler  
\_\_\_\_ Academic  
\_\_\_\_ Afternoon Enrichment  
\_\_\_\_ Summer

Class: \_\_\_\_ Add  
\_\_\_\_ Drop  
\_\_\_\_ Change  
\_\_\_\_ Room

\_\_\_\_ Name  
\_\_\_\_ Address Change  
\_\_\_\_ New Phone #  
\_\_\_\_ New Cell Phone

NAME: \_\_\_\_\_

TEACHER / CLASS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ PHONE#: \_\_\_\_\_

\*Information required only if changed

## NOTES:



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**SFLC Director:** \_\_\_\_\_

\_\_\_\_ Notify Teacher  
\_\_\_\_ Notify Special N-2 Subject Teachers (2)  
\_\_\_\_ Notify Special 3-K Subject Teachers (5)  
\_\_\_\_ Fill Spot

**Financial/Office Manager:**

\_\_\_\_ ProCare Finances  
\_\_\_\_ Notebook

**Executive Assistant/Secretary:**

\_\_\_\_ Change File Records  
\_\_\_\_ Rolls  
\_\_\_\_ Update ProCare  
\_\_\_\_ Class Roster  
\_\_\_\_ Excel Sheet  
\_\_\_\_ Carpool List

**Nursery Director:** \_\_\_\_\_

\_\_\_\_ Notify Teacher  
\_\_\_\_ Notify Special N-2 Subject Teachers (2)

**Financial Assistant:** \_\_\_\_\_

**Human Resources Manager:** \_\_\_\_\_