



CHANGE OF INFORMATION FORM

During the course of the year information changes. It is urgent that we have updated information: address, email, and especially phone numbers and emergency contacts. Please complete the following form whenever any of your information changes.

Please download, fill in and email to Officemanager@morningstar-jax.org
or print and hand in to the school office

Your Name:

Child(ren)

Child lives with, **if changed**:

New Address:

New Email:
Name:
Email:

New Phone number
Specify for whom
and circle either
cell, home or work

Name:		
Relationship:		
Phone #:		
Cell	Work	Home

New Emergency Contact:
In case parent is not
available

Name:
Relationship:
Phone:

New Person Authorized
to pick up Student(s)

Name:
Relationship:

For Office Use Only: ____ admin ____ accounting ____ office ____ extended day