



## 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](mailto:Officemanager@morningstar-jax.org)  
or print and hand in to the school office

Your Name:  Date:

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: <input type="text"/>		
Relationship: <input type="text"/>		
Phone #: <input type="text"/>		
Cell	Work	Home

**New Emergency Contact:**  
In case parent is not  
available

Name: <input type="text"/>
Relationship: <input type="text"/>
Phone: <input type="text"/>

**New Person Authorized**  
to pick up Student(s)

Name: <input type="text"/>
Relationship: <input type="text"/>

For Office Use Only: \_\_\_\_\_admin \_\_\_\_\_accounting \_\_\_\_\_office \_\_\_\_\_extended day