

**REQUEST FORM FOR UPDATING OF STUDENT'S OFFICIAL ADDRESS**

Name of School : \_\_\_\_\_ (School Code : \_\_\_\_\_ )

**PART I : TO BE COMPLETED BY PARENT/GUARDIAN**

Name of Student :

Ident-No :

Level :

Class :

Student's Official Address :

\_\_\_\_\_ SINGAPORE \_\_\_\_\_

Reason for the change:  
(please tick one box)

Moved

Change of Guardian to  Father

Mother

Others

Others (please specify):  
\_\_\_\_\_

Parent/Guardian's S'pore NRIC Address (If differs from Student's Official Address):

\_\_\_\_\_ SINGAPORE \_\_\_\_\_

Reason for the difference in Address: \_\_\_\_\_

Student is currently residing with:  
(please tick)

Father

Mother

Others: \_\_\_\_\_

(please specify Name and S'pore NRIC No)

I certify that the information provided in this form is true to my knowledge and belief

Name and NRIC No. of Parent/Guardian : \_\_\_\_\_

Contact Number of Parent/Guardian : \_\_\_\_\_

Signature of Parent/Guardian and Date : \_\_\_\_\_

**PART II : TO BE COMPLETED BY SCHOOL**

I certify that I have verified with the Guardian of the student on the latest particulars of the Parent/Guardian and have also updated the latest information into the School Cockpit System.

School Principal's Name and Signature : \_\_\_\_\_

Date: \_\_\_\_\_