

Request Form for Updating of Parents'/Legal Guardian's Particulars

1. This form will take you about 10 minutes to complete. You may need the information in your child's/ward's Birth Certificate, or your NRIC to complete the form.
2. For changes to items marked with a "*", you must bring along the original supporting documents (such as your child's/ward's Birth Certificate, your NRIC, etc.) to your child's/ward's school for verification purposes.
3. # The Identification No. refers to Singapore NRIC No., Singapore Birth Certificate No., or Foreign Identification No., whichever is applicable.
4. Please obtain and complete the "Request Form for Updating of Student's Address" if you are also updating your child's/ward's address.
5. If you have any queries, please contact your child's/ward's school.

To be completed by Parent / Legal Guardian

A) Particulars of Student

Name:

Identification No.*:

Level/Class:

B) Particulars of Parent / Legal Guardian to be updated

Name*:

Relationship with Student (shade 1 bubble):

☐ Father ☐ Mother ☐ Legal Guardian

Identification No.*#:

Citizenship*:

Race (shade 1 bubble):

- ☐ Chinese
☐ Malay
☐ Indian
☐ Eurasian
☐ Others
(specify): _____

Highest Education Level Attended (shade 1 bubble):

- ☐ Primary ☐ University Degree
☐ Secondary ☐ Postgraduate (e.g. Master's, Doctoral)
☐ ITE ☐ No Schooling
☐ Pre-U ☐ Others
☐ Polytechnic Diploma (specify): _____
☐ Other Diploma

Local Mobile No.:

Other Local Contact No.:

Email Address:

C) Change in Primary Person to Contact (if applicable)

(The Primary Person to Contact (PPtC) will be the first point of contact that your child's/ward's school will contact on matters pertaining to your child/ward)

If you wish to change the PPtC, please indicate the new PPtC below. (Shade 1 bubble)

- ☐ Father
☐ Mother
☐ Legal Guardian

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D) Declaration & Consent by Parent / Legal Guardian

I declare that the information provided in this form is true to the best of my knowledge and belief. I acknowledge that the Ministry of Education may share all necessary data (including personal data of both my child/ward and I) with other parties to facilitate the provision of services for my child's/ward's educational advancement or other purposes beneficial to my child/ward, as determined by the Government, unless such sharing is prohibited by law.

Name of Parent /Legal Guardian**

(**delete as appropriate)

Signature and Date

For School's Use Only:

The changes to the Parent's / Legal Guardian's information as declared by the Parent / Legal Guardian were updated in the databases on _____(date).

Name of School Staff

Signature of School Staff

Date

Remarks: