

## Request Form for Updating of Caregiver's Particulars

1. This form will take you about 10 minutes to complete. You may need the information in the child's Birth Certificate and the Caregiver's NRIC to complete the form.
2. For changes to items marked with a "\*", you must bring along the original supporting documents (such as the child's Birth Certificate, Caregiver's NRIC, etc.), to the child'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 the child's address.
5. If you have any queries, please contact the child's school.

<b>To be completed by Parent / Legal Guardian / Caregiver</b>			
<b>A) Particulars of Student</b>			
Name:			
Identification No.#:		Level/Class:	
<b>B) Particulars of Caregiver to be updated</b>			
Name*:			
Relationship with Student (shade 1 bubble): <input type="radio"/> Relative <input type="radio"/> Others			
Identification No.**:		Citizenship*:	
Race (Shade 1 bubble): <input type="radio"/> Chinese <input type="radio"/> Malay <input type="radio"/> Indian <input type="radio"/> Eurasian <input type="radio"/> Others (specify): _____		Highest Education Level Attended (Shade 1 bubble): <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> Primary  <input type="radio"/> Secondary  <input type="radio"/> ITE  <input type="radio"/> Pre-U  <input type="radio"/> Polytechnic Diploma  <input type="radio"/> Other Diploma           </div> <div> <input type="radio"/> University Degree  <input type="radio"/> Postgraduate (e.g. Master's, Doctoral)  <input type="radio"/> No Schooling  <input type="radio"/> Others            (specify): _____         </div> </div>	
Local Mobile No.:		Other Local Contact No.:	
Email Address:			
<b>C) Change in Primary Person to Contact (if applicable)</b> (The Primary Person to Contact (PPtC) will be the first point of contact that the child's school will contact on matters pertaining to the child)			
If you wish to change the PPtC, please indicate the new PPtC below. (Shade 1 bubble)			
<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Legal Guardian <input type="radio"/> Caregiver			

**CONFIDENTIAL**

**D1) Declaration & Consent by Parent / Legal Guardian (to complete and sign if you are the Parent / Legal Guardian)**

I declare that the information provided in this form is true to the best of my knowledge and belief, and that I have been authorised by the Caregiver to: (a) disclose the Caregiver's data (including personal data) in this form, and (b) give consent on the Caregiver's behalf to the sharing of all the Caregiver's data (including personal data) by the Ministry of Education 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.

On behalf of the child, the Caregiver and I, I consent to the Ministry of Education sharing all necessary data (including personal data of my child/ward, the Caregiver 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

\_\_\_\_\_  
Signature and Date

**D2) Declaration & Consent by Caregiver (to complete and sign if you are the Caregiver)**

I declare that the information provided in this form is true to the best of my knowledge and belief, and that I have been authorised by a parent or legal guardian of the child to: (a) disclose the child's data (including personal data) in this form, and (b) give consent on the child's behalf to the sharing of all the child's data (including personal data) by the Ministry of Education with other parties to facilitate the provision of services for the child's educational advancement or other purposes beneficial to the child, as determined by the Government, unless such sharing is prohibited by law.

On behalf of the child and I, I consent to the Ministry of Education sharing all necessary data (including personal data of the child and I) with other parties to facilitate the provision of services for the child's educational advancement or other purposes beneficial to the child, as determined by the Government, unless such sharing is prohibited by law.

\_\_\_\_\_  
Name of Caregiver

\_\_\_\_\_  
Signature and Date

**For School's Use Only:**

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

\_\_\_\_\_  
Name of School Staff

\_\_\_\_\_  
Signature of School Staff

\_\_\_\_\_  
Date

Remarks: