REQUEST FORM FOR UPDATING OF STUDENT'S ADDRESS

1. This form will take you about 5 minutes to complete. You may need the information in your child's/ward's NRIC, Parents' / Legal Guardian's/ Caregiver's NRIC to complete the form.
2. For item marked *, you must bring along the original supporting documents such as the NRIC of the Parent/ Legal Guardian/ Caregiver, Letter from Hostel, Children's Home, Identification documents (for non-NRIC holder), etc.
3. If you have any enquiries, please contact your child's/ ward's school.

This section is to be completed by the Parent/ Legal Guardian/ Caregiver

Name of Student:

Identification No:	Level/Class:

Student's New Address (for local residential address only):

_____Singapore _____

Type of Home ☑ (*tick 1 box*):

| 1 | 2 | 3 | 4 | 5 | - Room HDB Flat |

☐ Government Exec Flat   ☐ HUDC Flat

☐ Private Flat/ Condominium   ☐ Detached House   ☐ Semi-Detached House

☐ Terrace House   ☐ Shophouse   ☐ Others (*specify*): _____

Ownership:

☐ Owned   ☐ Rented   ☐ Others (*specify*): _____

Source of Address*:

☑ (*tick 1 box*)

☐ Student's NRIC

☐ Father's NRIC

☐ Mother's NRIC

☐ Legal Guardian's NRIC

☐ Caregiver's NRIC (*Please specify Name, S'pore NRIC No. of Caregiver and Relationship with child below*)

Name of Caregiver: _____

S'pore NRIC No. of Caregiver: _____

Relationship with Student: _____

☐ Others:_____
(*Please provide reason on why none of the above applies, e.g. hostel address, house reno, etc*)

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.

_____   _____

Parent's/ Legal Guardian's / Caregiver's Name**   Signature and Date

(**delete as appropriate)

This section is to be completed by School

The change to the student address as declared by the parent/ legal guardian/ caregiver was updated in School Cockpit Plus on _____ (date).

_____   _____   _____
Name of School Staff   Signature of School Staff   Date