

Request to Change Details



The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR) The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education

Pupil Information:	
Child 1 Name:	Class:
Child 2 Name:	Class:
Child 3 Name:	Class:
Child 4 Name:	Class:

Change of Address:		
Old Address:	Postcode:	
New Address:	Postcode:	
Does this change apply to both parents/carers?	Yes	No
If no, who does it apply to?		

Change of Email/Telephone Number:
Contact Name:
Old Email/Telephone Number:
New Email/Telephone Number:

Parent/Carer Name:	Signed:	Date:

Request to Change Details



FOR STAFF USE ONLY:

Received by: _____ Date: _____

Amended by: _____ Date: _____