GRANADA HIGH SCHOOL
REQUEST TO CHANGE STUDENT INFORMATION

FORM INSTRUCTIONS: Complete this form to make changes to your student's record. Submit completed forms and all supporting documents to kkeck@lvjusd.org OR drop off in-person at Matador Days @ Station 1 OR to the Counseling and Career Center

_____

Student Name | Date of Birth

_____

Parent/Guardian Requesting Update | Relationship to Student | Date of Request

CHANGE OF RESIDENCE

To change a student's address, complete this portion of the form and provide two address verification documents.
Two-household families – complete the secondary address fields for a parent/guardian living at a different address

☐ Utility Bill (Electricity/Water/Gas/Garbage/Internet) AND ☐ Recent Lease/Mortgage Statement OR ☐ Home/Rental/Auto Insurance

_____

New Mailing Address | City | State | Zip Code

_____

Name of Parent/Guardian(s) Residing Here | Relationship to Student

_____

Secondary Street Address if Two-Household Family* | City | State | Zip Code

_____

Name of Parent/Guardian(s) Residing Here* | Relationship to Student

PARENT/GUARDIAN CONTACT INFORMATION

To make a change to parent/guardian contact information, complete this portion of the form

☐ Update Parent Email: _____
Email Address | Name of Parent/Guardian Account Belongs To

☐ Update Contact Number: _____
Best Contact Number | Name of Parent/Guardian Account Belongs To

☐ Other Update (Explain): _____

EMERGENCY CONTACT INFORMATION

To add/remove/update emergency contact information, complete this portion of the form

☐ Add New Emergency Contact(s):

_____

Full Name | Relationship to Student | Phone Number | School Pick-Up (Y/N)

_____

Full Name | Relationship to Student | Phone Number | School Pick-Up (Y/N)

☐ Remove Emergency Contact(s):

_____

_____

☐ Edit Existing Emergency Contact(s):

_____

_____

K.Keck 7/24