

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