

Change of Status

Please use this form to record necessary changes made during the year to the original child and family information listed on the application. This sheet should then be attached to the application. The parent is only required to sign this form if he/she is making a change in the Emergency Contact Information section.

Child Name

Classroom Teacher

Center

General Information

Legal Name Change For:

Child (Check One)
Parent

Change From: _____

Change To: _____

Change of Address / Phone:

New Address: _____

New Phone #(s): _____

Type

Identify if phone # is home, work, or cell in "type" space

Transportation:

Pick up location: _____

Drop off location: _____

Directions to Home: _____

Change of Insurance:

Child
 Primary Caregiver
 Secondary Caregiver

Previous Insurance

New Insurance

Emergency Contact Information

Please use the sections below and the corresponding boxes to **add or delete** individuals (from the original list given by the parent) that a child may be released to or may be contacted in case of an emergency. You will also use this section to **change phone numbers for emergency contacts**. If the person will not be an emergency contact, the phone # is not required.

Name: _____ Phone: _____

Release To		Contact	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name: _____ Phone: _____

Parent/Guardian Signature: _____

Parental Status

This section should only be used if the child has been placed with a new family

Parental Status has now changed to the following:

Biological Parents
Foster Care
Other _____

List information for the new caregivers:

PC Name _____
D.O.B. _____
Gender _____
Education Level _____
Employment Status _____
Employer Name _____
Insurance _____

SC Name _____
D.O.B. _____
Gender _____
Education Level _____
Employment Status _____
Employer Name _____
Insurance _____

Comments

If you have any additional comments concerning a change in this child's information, please list them on the lines below:

Staff Signature

Date