

# SH. SN. Sidheshwar Sr. Sec. Public School

## Gurgaon

### APPLICATION FORM FOR CHANGE OF ADDRESS IN SCHOOL RECORDS

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To,  
The Principal  
SH. SN. Sidheshwar Sr. Sec. Public School  
Gurgaon

#### 1. Student Details

Student Name: \_\_\_\_\_  
Class / Section: \_\_\_\_\_  
Admission No.: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_

#### 2. Old Address (As per School Record)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3. New Address (To be Updated)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN Code: \_\_\_\_\_

#### 4. Contact Details

Mobile Number: \_\_\_\_\_  
Alternate Mobile Number: \_\_\_\_\_  
Email ID (if any): \_\_\_\_\_

#### Documents to be Attached (Mandatory – Any One)

- ☐ Self-attested copy of Parent/Guardian Aadhaar Card (with updated address)
- OR
- ☐ Valid Address Proof (Electricity Bill / Water Bill / Voter ID / Passport etc.)
- OR
- ☐ Registered Rent Agreement

#### Declaration

I hereby declare that the above information is true and correct to the best of my knowledge. I understand that providing false information may lead to necessary action as per school rules.

Parent/Guardian Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For Office Use Only**

Verified By: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Update in School Record: \_\_\_\_ / \_\_\_\_ / \_\_\_\_