

SHAHEED RAJPAL DAV PUBLIC SCHOOL,
DAYANAND VIHAR, DELHI – 110092

Date :

The Principal
SRDAV Public School,
Dayanand Vihar,
Delhi – 110092.

Respected Madam,

I would like to submit change in address/mobile no./ email id with immediate effect as mentioned below for updation in school records for my ward_____

Studying in class & Section _____ Admission No. _____.

Particulars	From	To
Address		
Mobile Number		
Email I.D.		

Please note :

- 1) **Any two address proof e.g. Adhaar Card/Passport/Voter I.D./ Driving License/ Ration Card/Utility Bill is mandatory to be attached with this proforma for change in address.**
- 2) **It should be ensured that details are filled in carefully as these are used for all official purposes.**

Regards,

Sign of Parent

Name of parent

Date

For office use only :

Change done in EIMS by : Sign, Name of IT staff & Date:

Class Tr. Sig.Coordinator Sig.