



LANCER'S CONVENT
OUTER RING ROAD, PRASHANT VIHAR, ROHINI, DELHI-110085

APPLICATION FOR CHANGE OF CORRESPONDENCE DETAILS

I/We wish to change the correspondence details as per the following particulars:

TO BE FILLED BY THE PARENTS			
Name of the student			
Admission Number		Class/Section	
Please tick the particular(s) in which change is required:			
Tick Here	Particular	Old	New
	Mobile No. of Father		
	Email Id of Father		
	Mobile No. of Mother		
	Email Id of Mother		
	Residential Address*		
Date:		Signature of the Parent:	

***Kindly attach any one self-attested copy of the new address proof from the below mentioned list:**

- Ration card/Smart Card issued in the name of parents (mother/ father having name of the child).
- Domicile certificate of child or of his / her parents.
- Voter Identity Card (EPIC) of any of the parents.
- Electricity Bill / MTNL Telephone Bill / Water Bill/Passport in the name of any of the parents or child.
- Aadhaar Card / UID card issued in the name of any of the parents

REMARKS BY THE PRINCIPAL	
Change in the correspondence details as mentioned above Permitted/Not Permitted.	
Date:	Signature of Principal:

FOR OFFICE USE ONLY	
Change in the correspondence details as mentioned above incorporated in the school data base.	
Date:	Signature of Authorized Official: