



Montecito Preschool
UPDATE OF RECORDS

**Please use this form only
when your child's records
need to be updated.**

Student Name: _____ **Date:** _____

PLEASE PROVIDE YOUR NEW INFORMATION BELOW

New Contact Information:

Street, City, Zip: _____

Home Phone Number: _____

Primary email: _____

Father work: _____ **mobile:** _____

Mother work: _____ **mobile:** _____

CHANGE YOUR PRIVACY STATUS:

Do you want Montecito to release your contact information on your child's class list?

Yes, I do: £ **No, I do not:** £

If you are updating any of the information below, you must also complete a new "Yellow Emergency Card."

New Doctor or Dentist:

Doctor: _____ **phone:** _____

Dentist: _____ **phone:** _____

ADD OR REMOVE EMERGENCY CONTACTS

We ask for 4 emergency contacts, and can accommodate up to 6.

Remove Contact(s):

Name: _____ **Name:** _____

Add Contact(s):

Name: _____ **ph:** _____ **relation:** _____

Name: _____ **ph:** _____ **relation:** _____

Parent Signature: _____



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NOTICE OF WITHDRAWAL

Please note that we require 30 days written notice for withdrawal.

Student Name: _____ **Date:** _____

Reason for withdrawal:

If you decide to re-enroll for the school year you are withdrawing from, you will not be asked to pay any deposit or application fee that has not been refunded.

Parent Signature: _____

TO BE COMPLETED BY SCHOOL:

Last date of attendance: _____ **School year:** _____

Date Received: _____ **By:** _____