



5 January 2022

Dear Parents of Primary 2 to 6 Students

**Updating of Students' Personal Particulars**

Please refer to the attached **Individual Student Details Report for Year 2022** of your child and assist to verify the information reflected in the report. If any of the information printed is incorrect, please make the necessary amendments or changes using a **blue pen**. Please indicate the Guardian (Father or Mother) (if it is not reflected) as the main contact person for school to contact (call or sms) in the event of an emergency.

To streamline data, MOE has included medical records of students in the system. As such, we require all parents to also confirm and/or update their child's medical records on Page 3 of the report. **A doctor's letter must be submitted and attached for any serious illness that prohibits your child from participating in Physical Education lessons or other physical activities.** Please refer to the attached Annex A for the procedure to amend information in the report.

Please **submit the completed form duly signed and the relevant documents latest by Mon, 10 Jan 22** as the school requires such information and documents in the event of an emergency.

Thank you for your assistance and cooperation.

Yours sincerely  
Mdm Lim Bee Tin  
Vice-Principal (Administration)

**Springdale Primary School**

71 Anchorvale Link Singapore 544799

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### Student Details Report Updating

#### Steps to Verify & Amend Your Child's Individual Student Details Report

Please verify the information on your child's Individual Student Details Report and **make the necessary amendment, if any, using a blue pen in the report and submit the necessary supporting documents** as listed below.

#### Personal Details

Amendment Required	Action Required	Supporting Documents Required
1. Child's name	Make the amendment	<ul style="list-style-type: none"> <li>✓ Change of Name Deed Poll</li> <li>✓ One of the parents to proceed to the General Office to complete and sign the necessary form.</li> </ul>

#### Student Contact Details

Amendment Required	Action Required	Supporting Documents Required
2. Student Address	Make the amendment	<ul style="list-style-type: none"> <li>✓ Obtain a copy of "Request Form for Updating Students' Official Address" from the Form Teacher &amp; complete the form.</li> <li>✓ Submit the completed form &amp; a copy of identification certificate (of parents) that reflects the new address to the General Office.</li> </ul>
3. Commuter Status	Indicate one of the following commuting status: <ol style="list-style-type: none"> <li><b>1. Non-Commuter</b> Does not travel in/out of Singapore everyday</li> <li><b>2. Daily Commuter</b> Travel in/out of Singapore <u>everyday</u></li> <li><b>3. Weekly Commuter</b> Travel in/out of Singapore <u>at least once a week</u></li> <li><b>4. Other Commuter</b> Travel in/out of Singapore <u>on a regular basis but not as frequent as indicated in (2)&amp;(3)</u></li> </ol>	No supporting document required

Amendment Required	Action Required	Supporting Documents Required
4. Email Address	<i>Pls ignore this field</i>	<i>Parents Email is reflected under Family Details</i>
5. Home Telephone No.	Make the amendment	No supporting document required
6. Local Other Contact No.	Make the amendment	No supporting document required
7. Residential Type (Official Address)	Tick one box if there is a change to Residential Type.	No supporting document required
8. Ownership of Residence	Tick one box if there is a change to Ownership of Residence.	No supporting document required
9. Main After-School Arrangement	Tick one box to indicate the main After-School Arrangement	No supporting document required

#### Family Details

Amendment Required	Action Required	Supporting Documents Required
10.* Father/ Mother's name  <i>*Note: This is the information of the <b>Biological</b> father &amp; mother of the child. The information cannot be removed but can be amended should there be supporting document as indicated.</i>	Make the amendment	Submit a copy of adoption document for the child named in the report, if applicable.
11.** Change of Primary Person to Contact (the person indicated with #)  <i>**Note: Please note that the Primary Person to Contact of the child will be receiving SMS (local) &amp; email from school &amp; MOE.</i>	Indicate the new guardian with “#” if the Primary Person to Contact is to be changed from Father to Mother or vice versa.  If there is a change of the guardian to other relatives, please provide supporting document to substantiate the decision. Please also indicate the guardian's relationship to the child.	No supporting document required for change between Father and Mother.  Supporting document to substantiate the decision for the change of guardian to Others.

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Amendment Required	Action Required	Supporting Documents Required
12. Father/ Mother's NRIC/ FIN	Make the amendment	Submit a copy of official document indicating the new NRIC/ FIN No
13. Father/ Mother's Email address	Make the amendment	No supporting document required
14. Home Telephone No., Local Mobile No., Local Other Contact No.	Make the amendment	No supporting document required

### Student Medical / SEN Conditions

The medical information reflected, if any, is based on the declaration done in 2021 (for Primary 2 to 6 students). Please update the medical condition status if there are changes.

1. Please indicate "No" if the child has no medical condition.
2. Please indicate "Yes" if the child has a medical condition & do provide the precautionary measures to be taken including details of limitations for any activities.
3. **If you have previously declared your child's existing medical condition in 2021 (or earlier) but it is not reflected in this document, please assist to indicate and update the details here.**
4. Please attach relevant medical information from attending doctor(s) concerning your child/ward for the declared medical condition, where applicable.

