

29 January 2018

Dear Parents of Primary 1 Students

**Updating of Students' Personal Particulars**

As part of housekeeping, please refer to the attached Individual **Student Details Report for Year 2018** (placed in an envelope) and update changes in **red**, if any. Please indicate the Guardian (Father or Mother) (if it is not already reflected) as the main contact person for school to call or sms in the event of an emergency.

Based on the medical declaration submitted earlier, we have since updated the medical records in the system. Please assist to confirm your child's medical records on Page 2 of the report and also update changes in **red**, if any. As a reminder, a **doctor's letter must be 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 the information in the report.

Please **submit the relevant documents and completed form duly signed by Thu, 1 Feb 18.** This is especially important in the event of an emergency.

Thank you for your kind assistance and cooperation.

Yours sincerely  
Mr Patrick Chan  
Vice-Principal (Administration)

### 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 red ink in the report** and **submit the necessary supporting documents** as listed below.

#### Personal Details (Page 1)

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 (Page 1)

Amendment Required	Action Required	Supporting Documents Required
2. Official 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. Residential Phone No	Make the amendment	No supporting document required
6. Other Phone 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

#### Family Details (Page 1)

Amendment Required	Action Required	Supporting Documents Required
9. * Father/ Mother's name  <i>*Note: This is the information of the <b>Biological</b> father and 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.
10. ** Change of Guardian (the person indicated with #)  <i>**Note: Please note that the Guardian of the child will be receiving SMS (local) &amp; email from school &amp; MOE.</i>	Indicate the new guardian with " <b>#Guardian</b> " if the guardian is transferred 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.
11. Father/ Mother's NRIC/ FIN	Make the amendment	Submit a copy of official document indicating the new NRIC/ FIN No

### **Springdale Primary School**

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<b>Amendment Required</b>	<b>Action Required</b>	<b>Supporting Documents Required</b>
12. Father/ Mother's Email address	Make the amendment	No supporting document required
13. Father/ Mother's Occupation	Make the amendment	No supporting document required
14. Residential Phone No, Handphone No, Other Phone No	Make the amendment	No supporting document required

### Student Medical Condition (Page 2)

The medical information reflected, if any, is based on the declaration submitted earlier to the school. Please assist to confirm if these are correctly reflected in the report and do update the medical condition status if there are changes. In confirming the medical information, do note the following:

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. Please attach relevant medical information from attending doctor(s) concerning your child/ward for the declared medical condition, where applicable.

