

WOOD COUNTY HEAD START, INC.
CHILD RELEASE UPDATE FORM

This form is to be used internally for updating a child's contacts. If child's address or home phone is changed, fill out a *Change in Student Status form* and send in to Administrative office. Additions, deletions, and changes to a child's contacts must be submitted in writing from the parent/guardian and attached to this form. To ensure complete information is received, the parent must completely fill out the Parent Update to Child Release form or submit a signed and dated note with the same information.

Please make a copy and distribute to the following staff:

- Teacher(s),
- Family Service Worker, and
- Transportation Supervisor

All original notices from the parent will be kept in a Transportation file.

Child's Name: _____ **Teacher:** _____ **Session:** AM / PM / 4K / I/T

Address Change: Mom Dad Both Other (if address is updated, fill out a change of status form)

Home / Message Phone #: Mom Dad Both Other **Cell #:** Mom Dad Both Other

Parent's Place of Work: Mom Dad Both Other _____

Emergency Contacts:

	Name	Address	Phone	Relationship
(Circle One) Change / Add / Remove 1.	_____	_____	_____	_____
Change / Add / Remove 2.	_____	_____	_____	_____
Change / Add / Remove 3.	_____	_____	_____	_____

Person authorized to pick child up?	
YES	NO
YES	NO
YES	NO

Date Added to Contact Form: _____

Completed By: _____
(Initials)