

# Prospect High School Student Information Change Form

This form is to be used if contact information has changed. If you, as a parent or guardian, have changed contact information, please fill out specific areas on this form, sign it and:

*mailed to:*

Prospect High School  
Data Processing  
Joanne Stewart  
801 S. Kensington Rd.  
Mount Prospect, Illinois 60056

*fax to:*

Joanne Stewart  
847-718-5216

*deliver to:*

Have your son or daughter  
bring it to Joanne Stewart in the  
Student Services office.

Prospect will be using an automated calling and e-mailing system, called PhoneMaster, that will be used primarily for student attendance. The default phone number that is used by the system will be the home phone number. If you would prefer to receive calls at your primary contact number (a phone line that is a direct line to you), please enter the information in the space provided.

*Please print*

Student name \_\_\_\_\_ Student ID # \_\_\_\_\_

## Automated Calling System - Primary Contact Number

**Phone #** \_\_\_\_\_

*If you don't provide Prospect High School with an primary contact phone number, your home phone number will be used by the automated calling system to provide you with attendance data on your child.*

*Please note that this **Primary contact number** will take the place of your home phone number.*

Address \_\_\_\_\_

City \_\_\_\_\_

Guardian 1 Name \_\_\_\_\_

Day phone # \_\_\_\_\_

Cell # \_\_\_\_\_

e-mail \_\_\_\_\_

relationship \_\_\_\_\_

Guardian 1 Name \_\_\_\_\_

Day phone # \_\_\_\_\_

Cell # \_\_\_\_\_

e-mail \_\_\_\_\_

relationship \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
Date

*Changes will not be made unless form is signed and dated*

CC: counselor \_\_\_\_\_