



St. Matthew Catholic School
10703 Wurzbach Rd.
San Antonio, Texas 78230
(210) 478-5099 Fax: (210) 689-7624



www.smcssa.org

Change of Address/Phone/E-Mail/Text Emergency Contact Information

Fill out a form to change your address, phone number, e-mail, or to add/ delete someone as an Emergency Contact. **Bring the completed form to the office.**

Parent(s):

Name: _____ Date: _____
 Last First

Name: _____ Date: _____
 Last First

Child/Children

Last	First	Grade
Last	First	Grade
Last	First	Grade

Address Change:

House # and Street	City/State	Zip
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Phone # Change:

Home: (Area Code) Number	Cell: (Area Code) Number	Work (Area Code) Number
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E-Mail Address: _____

Emergency Contacts -----Please add the following names to the emergency contact list. I authorize the following individual (s) to pick up the child/children listed above.

_____		_____		_____	
Last Name		First Name		Relationship to the child	
_____		_____		_____	
Home: (Area Code)	Number	Cell: (Area Code)	Number	Work (Area Code)	Number

_____		_____		_____	
Last Name		First Name		Relationship to the child	
_____		_____		_____	
Home: (Area Code)	Number	Cell: (Area Code)	Number	Work (Area Code)	Number

_____		_____		_____	
Last Name		First Name		Relationship to the child	
_____		_____		_____	
Home: (Area Code)	Number	Cell: (Area Code)	Number	Work (Area Code)	Number

Please REMOVE the following individuals from the emergency contact list: *

_____		_____		_____	
Last Name		First Name		Relationship to the child	
_____		_____		_____	
Home: (Area Code)	Number	Cell: (Area Code)	Number	Work (Area Code)	Number

_____		_____		_____	
Last Name		First Name		Relationship to the child	
_____		_____		_____	
Home: (Area Code)	Number	Cell: (Area Code)	Number	Work (Area Code)	Number

**Note that removal from the emergency contact list due to legal custody arrangements must be accompanied by a copy of the court-ordered custodial documentation.*

Signature: _____