



# Weber Institute of Applied Sciences & Technology

Weber Main Office, Cristina Guzman, Senior Registrar  
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## Contact Information Update Form

Complete this form in person at Weber's Main Office  
 Please allow 48-72 hours to process your request.

Student Last Name	Student First Name	Student ID #	Date of Birth
			/ /
Parent/Legal Guardian Full Name		Phone Number	
		(   )   -	
I am requesting a change of:		REQUIREMENTS TO UPDATE STUDENT CONTACT INFORMATION	
<input type="checkbox"/> <b>New Home Address.</b> All correspondence be mailed to the new address below:  _____ _____ _____		<ul style="list-style-type: none"> <li>Parent(s)/Legal Guardian(s) <b>must</b> come to the Main Office and present a valid form of identification to perform any changes to student contact Information.</li> <li>Address Verification – Bring one of the following CURRENT documents:               <ol style="list-style-type: none"> <li>1. Rental property contract or lease</li> <li>2. Utility service statement</li> <li>3. Mortgage statement</li> <li>4. Pay stub (with name &amp; address)</li> </ol> </li> <li>Information should be completely filled out and verified.</li> </ul>	
<input type="checkbox"/> <b>New Phone Number.</b> All phone messages & calls will be dialed to the new phone number below:  Parent Phone Number: (   ) _____			
<input type="checkbox"/> <b>Adding/Removing Emergency Contact.</b> In case of we are unable to reach parent(s)/legal guardian(s), I would like other individual(s) to be contacted in regards my student(s). <ul style="list-style-type: none"> <li>A new emergency contact form will need to be completed. Please request form and turn it in.</li> </ul>			
FOR OFFICE USE ONLY			
		RECEIVED ON	/ /
		PENDING	
		OTHER	
		INITIALS	
Signature	Date		
	/ /		