

Liholiho Elementary School
3430 Maunaloa Avenue
Honolulu, HI 96816
#733-4850

March 9, 2017

Dear Parents,

The school office needs to update your child's records. Please complete this information request form concerning your child's attendance for the 2017 – 2018 school year. Please return this form to the office by Friday, March 17, 2017. Thank you very much!

Student Name _____ Grade _____ Room # _____

Parent/Guardian Name _____ Phone # _____

For the 2017 – 2018 school year, my child will be:

_____ Returning to Liholiho School.

_____ Transferring to another school: _____ (Name of School)
_____ (Reason for Transfer)

* A "Request for Transfer/Withdrawal" Form will be sent home for completion/confirmation. Thereafter, a Release Packet will be issued to your child on the last day of school. Please give it to the new school as soon as possible. They will then notify us to have all records sent to them.

_____ Applying to other schools: _____ (Name of Schools)

COMMENTS: _____

**** Please confirm student's current addresses below ****

Physical Residence: *(where child lives)*

Mailing Address:

_____ Street Address

_____ Street Address or P.O. Box

_____ City State Zip Code Phone #

_____ City State Zip Code

We understand that this is just an intent & we are entitled to change our minds at anytime. However, we also understand that we must notify Liholiho OFFICE Staff, as soon as possible, of ANY changes that occur hereafter.

_____ Parent's signature Date