

MIAMI-DADE COUNTY PUBLIC SCHOOLS

CHANGE OF DATA

DATE: _____

Directions: Complete this form to request data changes to FASCO via Ivanti Service Manager (ISM) System.

NAME OF SCHOOL	LOCATION NUMBER	ISM #
STUDENT'S NAME (Last) (First) (Middle)	STUDENT ID #	BIRTHDATE
BIRTH CERTIFICATE NUMBER	PASSPORT NUMBER	

DATA CHANGE FROM:

DATA CHANGE TO:

STUDENT'S NAME (Last) (First) (Middle)	STUDENT'S NAME (Last) (First) (Middle)
STUDENT'S MAIDEN NAME	STUDENT'S MARRIED NAME
DATE OF BIRTH	DATE OF BIRTH
PLACE OF BIRTH	PLACE OF BIRTH
SEX	SEX
HISPANIC (Select One) _____ Yes _____ No	HISPANIC (Select One) _____ Yes _____ No
RACE (Check All That Applies) B _____ W _____ N _____ A _____ I _____	RACE (Check All That Applies) B _____ W _____ N _____ A _____ I _____
PARENT NAME	PARENT NAME (FOSTER/ADOPTED)

NAME OF PARENT/GUARDIAN (PRINT)	SIGNATURE OF PARENT/GUARDIAN (REQUIRED)
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NOTE: PLEASE PROVIDE PROPER DOCUMENTATION FOR CHANGE.

RESTRICTED DATA CHANGES INSTRUCTIONS:

1. Submit this form via the ISM system to the Federal and State Compliance Office to request demographic changes.
2. For a change of name or date of birth, the original document submitted at time of initial registration along with the new updated information must be attached.
3. A copy of the birth certificate, final judgement or marriage certificate seen/used, must be attached to this form.
4. Call the Federal and State Compliance Office with any questions at (305) 883-5323.