

Family Portal Email Change Request



Valid Photo ID Required

Federal and state laws stipulate case confidentiality. Therefore, ELC must maintain confidentiality by speaking only to the parent/guardian with an established relationship to the child.

Please upload the completed form and copy of a valid photo ID at <http://fss.elcpalmbeach.org>

Date of Request: _____ VPK-COE# or SR Confirmation# _____ (Office use only)

Parent 1: Name: _____

DOB: _____

Parent 2: Name: _____

DOB: _____

Family Portal Email Change Request (Photo ID required)

Old Email Address _____

New Email Address: _____

Reason for Change:

I certify that under the penalty of perjury (a first-degree misdemeanor punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to s. 837.012, or 775.082, or 775.083, F.S.) the information given above is true and complete. I understand that it is against the law to give false information that will enable a person to receive services they are not eligible to receive. I understand that if it is discovered that I have not been truthful with this information that I may be prosecuted for fraud.

Parent/Guardian Signature

Contact Number

Date

Office Use Only

Print Name of Staff: _____ Signature: _____

_____ Verified Photo ID
_____ Verified parent/guardian relationship to child (See Case file)

