



# RETURNING STUDENT ANNUAL UPDATE FORM

## 2026-2027 School Year

Please complete one form per returning student.

## Mobile ESD

**Families:** Please review the information the school has on file and provide updates for address, phone/email, emergency contacts, authorized pickup, and custody/guardianship changes. Write “No Change” where information is unchanged.  
**Office staff:** Use the audit checklist on the last page to document annual residency reaffirmation, SIS updates, and any supporting documents received.

 <b>Address &amp; Residency</b> Confirm current physical address or attach new Arizona residency documentation if changed.	 <b>Contacts &amp; Pickup</b> Update parent/guardian phone numbers, email addresses, emergency contacts, and pickup permissions.	 <b>Custody Changes</b> Attach current court orders, guardianship papers, foster placement, or pickup restriction documents.
--	--	--

### 1. Student Information

Use the student legal name shown in the student information system and legal document on file.

<b>Student legal name</b> <i>Type/write full legal name</i>		<b>Preferred name</b>	
<b>Grade for 2026-2027</b>	<b>Teacher / Homeroom</b>	<b>Date of birth</b> <i>MM/DD/YYYY</i>	<b>SIS / AzEDS ID (office use)</b>
<b>Parent/guardian completing form</b>		<b>Relationship to student</b>	<b>Date completed</b>

**Student currently lives with**  
 Parent/guardian    Relative    Foster placement    Other

### 2. Annual Update Status

Check all that apply. Complete sections below as needed.

<input type="checkbox"/> No changes to address, phone/email, emergency contacts, authorized pickup, or custody/guardianship. I reaffirm the current information on file.
<input type="checkbox"/> Information has changed. I completed the updated sections below.
<input type="checkbox"/> Address changed. Updated Arizona residency documentation or shared-residency documentation is attached, unless McKinney-Vento applies.
<input type="checkbox"/> Custody/guardianship/court order/pickup restriction changed. Current documentation is attached for the student file.



### 3. Address & Arizona Residency Reaffirmation

Physical address must be where the student currently lives. No P.O. Box for physical residence.

- |   |   |
|---|---|
| <input type="checkbox"/> Address is unchanged from last year. | <input type="checkbox"/> Address has changed. |
|---|---|

**Current physical street address**

<b>City</b>	<b>State</b> AZ	<b>ZIP</b>	<b>County / community</b>
-------------	--------------------	------------	---------------------------

**Mailing address if different**

<b>Parent/guardian name on residency document</b>	<b>Document date</b>	<b>Office staff initials</b>
---	----------------------	------------------------------

**Parent/Guardian Residency Attestation:** I affirm that the student resides at the address listed above. If the address has not changed, I affirm that the previously provided proof of Arizona residency remains current and accurate. If the address changed, I have provided updated documentation or requested assistance for a qualifying exception.

- |   |   |
|---|---|
| <input type="checkbox"/> Valid Arizona driver license / ID / vehicle registration | <input type="checkbox"/> Property deed, mortgage document, property tax bill      |
| <input type="checkbox"/> Residential lease or rental agreement                    | <input type="checkbox"/> Utility bill: water, electric, gas, cable, or phone      |
| <input type="checkbox"/> Bank or credit card statement                            | <input type="checkbox"/> W-2 wage statement or payroll stub                       |
| <input type="checkbox"/> Tribal enrollment or government agency document          | <input type="checkbox"/> Address Confidentiality Program authorization card       |
| <input type="checkbox"/> Shared Residence Affidavit attached                      | <input type="checkbox"/> Military temporary on-base billeting / transfer document |
| <input type="checkbox"/> McKinney-Vento support requested - proof not required    | <input type="checkbox"/> Other approved documentation: _____                      |



### 4. Parent/Guardian Contact Information

List all parents/guardians who should receive school communication or may make educational decisions unless a court order says otherwise.

Parent / Legal Guardian 1			
Full legal name		Relationship	Lives with student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cell phone	Work phone	Email address	
May receive school records/notices? <input type="checkbox"/> Yes <input type="checkbox"/> No	May pick up student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred contact method <input type="checkbox"/> Call <input type="checkbox"/> Text <input type="checkbox"/> Email	
Parent / Legal Guardian 2			
Full legal name		Relationship	Lives with student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cell phone	Work phone	Email address	



### 5. Additional Phone & Communication Updates

Use this area for new phone numbers, alternate contacts, and email changes.

Primary household phone	Secondary phone	Preferred email	
Secondary email		Text messages OK? <input type="checkbox"/> Yes <input type="checkbox"/> No	Language preference
<b>Additional notes</b> Type/write communication notes or special instructions			
<input type="checkbox"/> Please update school communication list with the email address(es) above.			



### 6. Emergency Contacts & Authorized Pickup

List local adults who can be contacted if parents/guardians cannot be reached. Check pickup permission for each person.

#	Name	Relationship	Phone	Alt. Phone	Authorized pickup / Notes
1					<input type="checkbox"/> May pick up <input type="checkbox"/> Emergency only
2					<input type="checkbox"/> May pick up <input type="checkbox"/> Emergency only
3					<input type="checkbox"/> May pick up <input type="checkbox"/> Emergency only
4					<input type="checkbox"/> May pick up <input type="checkbox"/> Emergency only
5					<input type="checkbox"/> May pick up <input type="checkbox"/> Emergency only



<b>7. Custody, Guardianship, Court Orders &amp; Pickup Restrictions</b> <small>Please provide current documents for any changes. The school will follow documentation on file and district procedures.</small>	
<input type="checkbox"/> No custody/guardianship/court order changes.	<input type="checkbox"/> There are changes. Documents attached.
<input type="checkbox"/> Current custody/guardianship order on file remains accurate.	<input type="checkbox"/> New or updated court/guardianship/foster documents attached.
<b>Person(s) with legal decision-making authority</b>	
<b>Person(s) NOT authorized for pickup/contact</b>	
<b>Description of change or restriction</b> <i>Briefly describe custody/guardianship/pickup change</i>	
<b>Caseworker/agency contact, if applicable</b>	<b>Phone/email</b>
<b>Document type attached</b> <input type="checkbox"/> Court order <input type="checkbox"/> Guardianship <input type="checkbox"/> Foster placement <input type="checkbox"/> Protective order <input type="checkbox"/> Other	
<b>Important:</b> Verbal pickup restrictions are not enough for the school file. Please attach current legal/custody documents if pickup, access, or decision-making limits have changed.	

<b>8. Emergency Health / Safety Updates</b> <small>Optional safety update area. Use only if information has changed since last year.</small>		
<input type="checkbox"/> No health/safety alert changes.	<input type="checkbox"/> There are changes. Details below.	
<b>New allergy / medical alert / medication update</b>		
<b>Physician / clinic</b>	<b>Phone</b>	<b>School nurse/office notified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other safety information school should know</b>		

<b>9. Parent/Guardian Certification</b> <small>Signature required for annual update processing.</small>			
I certify that the information provided on this form is true and complete to the best of my knowledge. I agree to notify Mobile Elementary School promptly if my student's address, phone/email, emergency contacts, custody/guardianship status, or authorized pickup information changes during the school year.			
<b>Parent/guardian printed name</b>		<b>Relationship</b>	<b>Phone</b>
<b>Parent/guardian signature</b>			<b>Date</b>
<b>Office received by</b>	<b>Date received</b>	<b>Entered in SIS by</b>	<b>Date entered</b>



## 10. Office Use Only - Annual Update & Arizona Audit Checklist

Keep this page with the annual update packet or in the student cumulative/registration file.

<b>Student name</b>		<b>SIS / AzEDS ID</b>	<b>Grade</b>
<b>Date form received</b>	<b>Reviewed by</b>	<b>SIS updated date</b>	<b>Parent contacted for missing info?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Annual update log completed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Residency proof needed?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Custody docs reviewed?</b> <input type="checkbox"/> N/A <input type="checkbox"/> Yes	<b>File location</b>

Done	Audit item	What to verify / file	Initials
<input type="checkbox"/>	<b>Student identity/name</b>	Student legal name in SIS matches legal document/file record, or discrepancy has been flagged for follow-up.	
<input type="checkbox"/>	<b>Annual residency reaffirmation</b>	Parent/guardian completed no-change affirmation OR updated physical address and proof have been collected/filed.	
<input type="checkbox"/>	<b>Address changed</b>	New Arizona residency document copied/scanned; nonessential PII such as SSN/account numbers redacted before filing.	
<input type="checkbox"/>	<b>Shared residence</b>	Shared Residence Affidavit and supporting document are attached if proof is in another resident's name.	
<input type="checkbox"/>	<b>McKinney-Vento</b>	If homelessness/temporary housing is indicated, liaison/support process started; residency proof not required.	
<input type="checkbox"/>	<b>Parent/guardian contacts</b>	Phone numbers, email addresses, communication preference, and household information updated in SIS.	
<input type="checkbox"/>	<b>Emergency contacts</b>	Authorized pickup and emergency contact list updated in SIS and front-office records.	
<input type="checkbox"/>	<b>Custody/guardianship</b>	Updated court order, guardianship, foster placement, or protective order scanned/filed; pickup/access notes updated.	
<input type="checkbox"/>	<b>Confidential filing</b>	Documents filed as confidential education records according to district procedure and retention schedule.	
<input type="checkbox"/>	<b>Follow-up items</b>	Missing information or documentation logged with due date and responsible staff initials.	

**Office audit reference notes:** Arizona residency documentation is required and maintained for enrolled students. ADE guidance allows annual reaffirmation instead of recollecting proof when the address has not changed. If the address changes, update the proof/affidavit file. Proof of residency is not required for McKinney-Vento eligible students. Keep this form and supporting documents with the student registration/cumulative record according to district retention procedures.