My Personal Information

Name, address, school & emergency contacts

This is the information you write on almost every form — a job application, a library card, a doctor's office. Fill it in, check it, then give it to your teacher.

1. About Me

Your name, where you live, and how to reach you.

First name

The name people call you at school.

Middle initial (only if you have one)

Just one letter. Leave it empty if you do not have one.

Last name

Your family name.

Street address

The street you live on, with the number.

Apt. no (only if you have one)

Only if you live in an apartment.

City

State

You can write MA or Massachusetts.

ZIP code

Five numbers.

Date of birth

Write it like 04/15/2008.

Phone number

The number where someone can reach you.

Email

Your own email address.

2. My School

Where you go to school and who helps you there.

School

The name of your school.

Grade level

Like 10th grade.

Teacher

Your main teacher's name.

Classroom number

The room number where your class is.

Advisor

The adult who checks in with you at school.

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3. Emergency Contact

The first person we call if you need help.

Name

Who should we call in an emergency?

Relationship

Like mother, father, aunt, grandparent.

Phone number

The best number to reach them.

Email (only if you have one)

Only if you know it. You can leave this empty.

4. Second Emergency Contact

Someone else we can call if the first person is not there.

Name

Who should we call in an emergency?

Relationship

Like mother, father, aunt, grandparent.

Phone number

The best number to reach them.

Email (only if you have one)

Only if you know it. You can leave this empty.

5. Sign It

A form is not finished until you sign and date it.

Signature

Write your full name here, the way you sign it.

Date

Today's date, like 07/28/2026.

Check My Form

Before you hand it in, put a check in the box for each one you did.

- [ ] My first and last name
- [ ] My date of birth
- [ ] My whole address, with a 5-number ZIP code
- [ ] A phone number with all 10 numbers
- [ ] My own email address
- [ ] All 5 lines about my school
- [ ] My emergency contact: name, relationship and phone
- [ ] My second emergency contact: name, relationship and phone
- [ ] I signed and dated my form