

STUDENT CHANGE OF ADDRESS SHEET

(If change of address requires change of school, parent must to go Central Registration to complete process.)
Parent must provide picture ID.

Grade _____ Student Name _____ School _____

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For all new addresses you must have two proofs of address. Item #1 -a lease, mortgage or deed AND one of the items listed below under Item #2. Additionally you must provide a disconnect notice for previous address. Please check the two items of proof provided:

ITEM #1

_____ Mortgage Statement

_____ Lease Agreement

_____ Deed to House

ITEM #2

_____ Utility Bill or Request for Service
(electric, water, DIRECTV or Cox Cable within last 30 days)

_____ Current property tax statement

_____ Recent mail from a government agency

_____ Current automobile registration or insurance

Old street address _____

New street address _____

Home Phone # _____

Mom name: _____ Cell phone # _____ Work phone # _____

Dad name: _____ Cell phone # _____ Work phone # _____

ADD TO PICK UP LIST (OTHER THAN PARENT/GUARDIAN)

NAME & PHONE # _____

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY:

Date items accepted: _____ by: _____

Date ponied to Central Registration: _____

(CR)Date changed by Central Registration in IC: _____ by _____

(CR)Does this change any of the students' zoned school? _____ If yes, have both schools been notified? _____

(CR)Current School _____ New School _____