

STUDENT INFORMATION UPDATES

CHANGE OF ADDRESS

If you have a change of address, you will need to provide NEW proof of residency information that proves you are residents of the Vandalia-Butler School District.

Supporting documentation must be presented at the **Central Enrollment Office, located at the Vandalia-Butler Board of Education**. Accepted proof of residency documentation consists of: mortgage papers, property tax bill or copy of deed; current, signed lease agreement with the landlords name, address and telephone number. If you are living with another person or subleasing, you will need to complete a Residency Affidavit from the enrollment office.

CUSTODY CHANGES

If there is a change of custody for the child, a copy of the custody order will be required to be on file. You are required to bring the corrected student information verification form with the CURRENT custody order to the **Central Enrollment Office, located at the Vandalia-Butler Board of Education**.

Enrollment office hours are Monday through Friday 8:00 – 4:00 pm. Appointments are welcomed!

If you have question about address or custody changes please call the **Central Enrollment Office** at 937-415-6410.