

# Franklin Monroe Schools

## Family Change of Address

(Please include a copy of Proof of Residency when turning this form in.  
Examples of Proof of Residency are at the bottom left of this form.)

Please Print Clearly

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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New Phone #: \_\_\_\_\_

**TYPE OF CHANGE:** (please check one)

- Family moved to new location
- Change of custody  
Guardian/custodial parent name: \_\_\_\_\_  
We will need court documents.
- Marital separation/divorce  
Custodial parent name: \_\_\_\_\_
- Court Placement  
Guardian name: \_\_\_\_\_

Which phone numbers are preferred to be used with One Call Now?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Date Change Takes Effect:** \_\_\_\_\_

**Homeless Status:**  Yes  No (If you are sharing housing with other families due to loss of housing or economic hardship, check the Yes box.)  
(If yes, select one)  Public operated shelter  Privately-operated shelter  Relatives or friends  Other: \_\_\_\_\_

**Transportation:**  Yes  No (Have you completed paperwork or contacted the transportation supervisor to make bus Changes? 937-947-1212)

\*\* Please turn into any school office for processing. \*\*  
~ Office Use Only ~

<p><b>Proof of Residency Received</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lease Agreement</li> <li><input type="checkbox"/> Bank Statement</li> <li><input type="checkbox"/> Utility Bill</li> <li><input type="checkbox"/> Paystub</li> <li><input type="checkbox"/> Real Estate Tax Bill</li> <li><input type="checkbox"/> Mortgage Statement</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li style="width: 25%;"><input type="checkbox"/> DASL Updated</li> <li style="width: 25%;"><input type="checkbox"/> Status Change</li> <li style="width: 25%;"><input type="checkbox"/> Contact Info Updated</li> <li style="width: 25%;"><input type="checkbox"/> Permanent Folder</li> <li style="width: 25%;"><input type="checkbox"/> Notify homeroom teacher (FMEL)</li> <li style="width: 25%;"><input type="checkbox"/> Emergency Form Updated</li> <li style="width: 25%;"><input type="checkbox"/> IEP folder</li> <li style="width: 25%;"><input type="checkbox"/> Notify Transportation Dept</li> <li style="width: 25%;"><input type="checkbox"/> One Call Now</li> </ul> <p>EMIS Coordinator Signature: _____</p> <p style="text-align: center;"><b>TO BE FILED IN STUDENT(S) PERMANENT FILE.</b></p>
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