

Change of Address

Please fill out the below form and email it along with the required documentation to the Student Enrollment Office at RCSEnrollment@Rochester.k12.mi.us

Name of Student (s)	Student ID	Current School

New Address	Previous Address

Please answer the below questions Yes or No

	Yes	No
Does your student receive special education transportation?		
Does your student receive transportation services from previous address?		
Is your new address assigned to a new home school*?		
<i>*home school is your students assigned school based on address</i>		
If your new address is assigned to a new home school, would you like your student to remain at their current school through the Open Enrollment process*?		
<i>*Please note that Open Enrolled students do not receive transportation services. If you answer yes here we will send you an Open Enrollment commitment form</i>		
Does this change apply to all residents listed at the current address?*		
<i>*If you answer no to the above question please list residents that it does not apply to</i>		

Please note that bus routes may take up to a week to update once your address change has been processed.

***If your middle or high school child participates in athletics, a transfer to a new home school may impact their eligibility to participate. If you have questions regarding athletics and eligibility please reach out to your building Athletic Director or Administrator.*

Parent/Guardian Name:

Date:

Signature:

Required Documentation

1. Proof of residency I – A current property tax statement, or if you have recently closed on your home and don't have access to that, please submit a stamped copy of the Property Transfer Affidavit. If you are renting, please provide a fully signed lease agreement.
2. Proof of residency II – A current utility bill (gas or electric) or confirmation email from them listing your name, date and new address. This can be a screenshot if you receive your bills online.
3. Parent Picture ID – address does not need to be updated, this is for identification purposes only

Office Use	Completed By	Date	OE or Transfer	
			Yes	No