



**CHANGE OF ADDRESS**  
**Pleasant Valley School District**  
**Registration Department**  
 2233 Route 115, Suite 100  
 Phone: 570-402-1000 ext. 1311  
 Fax: 570-992-1902



Student's Name	Building	Currently Rides On:	
		Bus	Van

**NEW ADDRESS INFORMATION:**

New Mailing Address: \_\_\_\_\_

Physical Address (if different from mailing): \_\_\_\_\_

**PROOF OF RESIDENCY:**

\_\_\_\_ Mortgage Statement/Tax Bill or Lease/Landlord Affidavit/Residency Affidavit

\_\_\_\_ Utility Bill

*NOTE: Proof of residence, as per Board Policy 201-AR-0, is required to substantiate any new address. Transportation arrangements cannot be changed for a new address more than (2) days prior to moving. No transportation can be provided, to or from the new address until all the above items are complete and this form along with photo id has been received in the registration office.*

**TRANSPORTATION INFORMATION:**

**Pick Up:** Home or Daycare/Sitter

Daycare/Sitter's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Daycare/Sitter's Address: \_\_\_\_\_

**Drop Off:** Home or Daycare/Sitter

Daycare/Sitter's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Daycare/Sitter's Address: \_\_\_\_\_

**I UNDERSTAND THAT THE CHANGE OF ADDRESS AND NEW TRANSPORTATION WILL TAKE 72 HOURS TO GO INTO EFFECT:**

Print Parent/Guardian's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Parent/Guardian's Phone # \_\_\_\_\_ Received by: \_\_\_\_\_

**Office use:**

- Updated in SIS

- Updated in Transportation

- Parent/Building Notified