

**GAHANNA-JEFFERSON PUBLIC SCHOOLS**  
**Welcome Center at Clark Hall**  
**380 Granville Street, Suite A**  
**Gahanna, OH 43230**  
**(614) 643-8300**  
**FAX (614) 352-2279**  
**EMAIL: gjpswelcomecenter@gjps.org**

**Change of Address**

Families who move within the school district will need to complete a Change of Address form and provide proof of residency in Gahanna. Documents that are accepted to prove residency include: real estate tax duplicate, mortgage statement, or current lease along with a current gas or electric bill. The documents must show the parent/guardian's name and address in the school district. An apartment or house lease must contain the names of the legal parent/guardian. A photo ID is also required. **These items can be brought to the Welcome Center, emailed or faxed. See above for address and fax number.**

**Please list all students who reside at this address.**

Student Name(s)	Grade	Current School of Attendance	New School of Attendance

**Current Address:**

Street Address	Apartment #	City and Zip Code

**New Address:**

Street Address	Apartment #	City and Zip Code

Have you applied for an In-district transfer?	Yes	No
Are you the custodial parent/guardian?	Yes	No
Has there been a change in the custodial parents' Marital status? If answered yes, please provide the current Court order or decree.	Yes	No

**Non-custodial Parent Address and Phone Number**

Street Address	City, State and Zip Code	Phone Number

Custodial Parent/Guardian Signature

Date