



# MANHEIM CENTRAL SCHOOL DISTRICT

Child Accounting/Registration Office  
281 White Oak Road • Manheim, PA 17545  
TELEPHONE (717) 664-8526 FAX (717) 664-8528  
[registration@manheimcentral.org](mailto:registration@manheimcentral.org)

## CHANGE OF ADDRESS FORM

**Please complete this form and return it to the Registration Office along with your proof of residency.**

*(see page 2 for full instructions)*

### Learner Information

Name of Learner	DOB	Grade	Current School

### Previous Address

Street #	Street Name	Apt. #	City	State	Zip

### New Address

Street #	Street Name	Apt. #	City	State	Zip

**Do you Own or Rent this home?** (check one)

<input type="checkbox"/> Own	<input type="checkbox"/> Rent	<input type="checkbox"/> Other (explain)
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### Household Information (Census) Please list all individuals living in the home

Name	DOB	Relationship to Learner	Phone number (if they are Parent/Guardian)

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Instructions for completing a change of address:**

- **This form must be completed by the learner's parent or legal guardian.**
- **Complete all sections and return it to the Manheim Central School District Registration Office located at 281 White Oak Rd, Manheim PA 17545.**
- **Bring a valid Photo ID and your new proof of residency**
  - Acceptable documentation preferred is a copy of your lease, deed, mortgage document or settlement agreement and a valid driver's license with the same address. However, if you do not have a copy of the above-mentioned items the MCSD will accept a property tax bill, current Utility Bill (within the last thirty (30) days) showing the property address or a military housing letter.
  - If you are residing with someone else and do not have any of the above in your name, we will provide you with a Residency Affidavit that you will need to have signed by the property owner and notarized.
- **Changes to transportation may take up to 3 school days to go into effect. Please plan accordingly.**