

**STUDENT/PARENT CHANGE OF ADDRESS FORM – 2023-2024 SCHOOL YEAR  
BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**310 Stadium Drive, Brownsburg, IN 46112**

**Attn: Kat Murray, Registrar Phone: 317-852-5726 ext 2051 Fax: 317-858-4106 Email: [kmurray@brownsburg.k12.in.us](mailto:kmurray@brownsburg.k12.in.us)**

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

Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

New school (for office use only): \_\_\_\_\_

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

Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

New school (for office use only): \_\_\_\_\_

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

Grade: \_\_\_\_\_

Current School: \_\_\_\_\_

New school (for office use only): \_\_\_\_\_

Whom student(s) resides with at **new** address (circle all that apply): mother father stepmother stepfather grandparent guardian other

Change in custody: Yes or No If yes, why (divorce, separated, etc.): \_\_\_\_\_

**NOTE: If yes, legal custody paperwork will need to be provided.**

Old address (include city & zip): \_\_\_\_\_

**New address (include city & zip):** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**Primary phone to be used for School Messenger calls to parents to inform of delays, etc.** \_\_\_\_\_

Parent/Guardian (1) Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Employer: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address if different than new address: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Parent/Guardian (2) Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Employer: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address if different than new address: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

**\*\*\*Please attach a proof of residency for your new address. Example: current utility bill (received in the last 60 days, cannot be in envelope, must be able to see date), lease agreement (page 1 and signature page), mortgage statement or closing paperwork (settlement agreement page 1 and signature page).\*\*\***

**Will your student(s) need bus transportation? Yes or No If yes, will they need it AM, PM or Both:** \_\_\_\_\_

**Pick-up Address:** \_\_\_\_\_

**Drop-off Address:** \_\_\_\_\_

**NOTE:** Change(s) will **NOT** be made and transportation will **NOT** be provided to the new address **until we receive this form AND proof of residency**. School bus service for students living outside the BCSC Walking Area may take up to five business days to be scheduled. Parents should check the BCSC Transportation website (<https://www.brownsburg.k12.in.us/student-transportation>) to verify bus stop locations, times and other scheduling information. **Until a confirmed bus stop location and schedule is posted, parents are responsible for transporting their students to and from school.** For questions or other transportation concerns, contact BCSC Transportation at 317-852-6813.

**You have the right for your student to remain at his/her current school for the remainder of the 2023-2024 school year only, or transfer to the new school in your new district. Please indicate which option you prefer:**

\_\_\_\_ My student's school does not change, as my new address is within the same school district.

\_\_\_\_ I prefer for my child to move to the new school based upon my new address and transportation will be provided.

\_\_\_\_ I know that I will need to provide transportation for my child to remain at his/her current school to complete the 2023-2024 school year. If tardies (arrival or pick up) become a problem, student will be transferred to the new school (administrator decision).

**Student will automatically be moved to their NEW SCHOOL for the 2024-2025 school year.**

\_\_\_\_\_  
Parent/Guardian Signature

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