



CHANGE OF INFORMATION FORM

Please submit this form and all required documents, to your child's school. Changes will not be made without required documents

Two (2) Documents Required (one from each section) for Change of Address:

Section 1

- Copy of a current mortgage statement
- Copy of a current lease showing name of the lessee and tenants with landlord name and phone number

Section 2

- Current utility bill (gas, electric, landline phone, cable, water) Cell phone bill will not be accepted.
- Copy of current tax bill
- Affidavit of Residency Form (with required documents)

Documentation Required for Legal Name Change:

- Legal court order of name change or original copy of birth certificate.

Student's Full Name: _____

School and Grade Level: _____ Effective Date: _____

CHANGE OF ADDRESS

Student residing with: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Legal Guardian ☐ Other _____

Student's New Address: _____

*Please note that a P.O. Box is not considered an address for residency purposes.

Student's Previous Address: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

CHANGE OF LEGAL NAME

New Legal Name: _____

Previous Legal Name: _____

Effective Date of Legal Name Change: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Office Use Only:

Residency Document(s) Provided: ☐ Mortgage ☐ Lease ☐ Utility: _____ ☐ Tax Bill ☐ Affidavit of Residency

Legal Name Change Document(s) Provided: ☐ Legal Court Order ☐ Original Birth Certificate

Completed by: _____ Date Submitted: _____ Date Entered in PS: _____