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

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)

☐ Own ☐ Rent ☐ Other (explain)

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.**