



## Office of Enrollment and Options Change of Address Form

### Instructions

Complete this form to update your current address. You can also use this form to update your student's school based on your new address.

### Required Documents

- Proof of Parent/Guardian ID (Photo ID)
- Proof of Address (current utility bill, bank statement, pay stub, lease, mortgage statement, driver's license, voter ID, or letter from employer – all with parent/guardian name and current address)

### Student/Family Information

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

Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Previous Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_