



CHANGE OF INFORMATION FORM

If you need to make a change to your child's account, please complete this form and provide the necessary documents.

***** Please note, changes will not be made until the school receives required documents *****

Change Of Address - please provide a current **Proof of Residence** (utility bill, lease or housing contract)

Change in Custody - please provide all court documents, including the **Divorce Decree and/or Custody Documents**.

Please list all students affected by this change; we will then share this information with the other buildings.

Student Name _____ Grade _____ School _____

Student Name _____ Grade _____ School _____

Student Name _____ Grade _____ School _____

Previous Address _____ Phone _____

New Address _____ Phone _____

Parent/ Guardian Name _____

Comments _____