



Swartz Creek Community Schools Change of Address Request

Student Name: _____

Building: _____ Grade: _____

New Address: _____

Street

City

Zip

Do you have a new home phone number ? _____

Is this change for the full family (mom and dad) ? YES NO

If NO, then for whom ? _____

Name

With whom does the student reside? BOTH PARENTS MOM DAD OTHER

Are there other children in the family? YES NO Are we updating their address(es) too? If so, please list:

Student Name Building Grade

Student Name Building Grade

Student Name Building Grade

You may fax this form along with the supporting documentation to the Office of Instruction, fax number (810)591-2784 OR this information can be given to your student's school office. **Corrections cannot be made unless proper documentation has been submitted with this form.**

Please make sure to submit the following documentation to change your student's address:

- √ Parent's updated drivers license or Michigan ID
- √ 2nd proof of residency in the parent's name (a mortgage statement, or current utility bill (no cell phone bills), or * official lease, or a property tax bill)
*If you submit a rental lease the parent and child(ren) MUST be on the lease.

I understand that falsification of an address for purposes of securing an education for the above named child(ren) will result in immediate removal from Swartz Creek Community Schools.

Parent or Guardian Signature: _____ Date: _____

FOR OFFICE USE	
School year: _____	Date lease was verified: _____
Date changed: _____	Contact person: _____
Copy sent to building(s): _____	Athletic Department (if applicable): _____