

MONTOUR SCHOOL DISTRICT

Change of Address Form

Today's Date: _____

To officially change your student's address, you must turn in the **Change of Address Form** and provide **two acceptable proofs of residency** for your new address. You can drop off or mail the forms and required documentation to the Montour School District Administrative Office (225 Clever Road, McKees Rocks, PA 15136) or you can email them to the registrar at clarkek@montourschools.com. ***Changes to transportation cannot be made until this form and two proofs of residency have been turned in to the registrar at the Montour School District Administrative Office.***

Please complete the information below.

<u>Last Name of Student(s)</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Grade</u>	<u>Birthdate</u> (MM/DD/Year)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
_____	_____	_____	_____

If at any time you need to update phone numbers or email addresses, you can make these changes in the Sungard Parent Home Access Center (see link on the school district website). You *cannot* make changes to emergency contacts in Sungard, so please make those changes below.

Changes to Emergency Contacts (if needed):

_____	_____	_____
Name of Emergency Contact #1	Relationship to Student	Phone Number of Emergency Contact #1
_____	_____	_____
Name of Emergency Contact #2	Relationship to Student	Phone Number of Emergency Contact #2

_____	_____
Signature of Parent/Guardian	Date