



Margaretta Local School District

**CHANGE OF ADDRESS/PHONE NUMBER FORM**

(Rev. 02/12)

If permanent residency has changed, parents shall notify Margaretta Schools within 14 days.

**I. GENERAL INFORMATION**

Student's Name		Grade
OLD Mailing Address, City, Zip		OLD School District of Residence
NEW Street Address, City, Zip		NEW School District of Residence
NEW Mailing Address, City, Zip		Effective Date
Home Phone Number	Mobile/Cell Phone Number	Work Phone Number

**II. PROOF OF RESIDENCY**

Proof of residency must be submitted with this form. Original documents must show parent/guardian's name and new street address. Proof must be within the past 2 months and include one of the following:

- Current Utility Bill (gas, electric, cable, cell phone)
- Current Paycheck
- Current Property Tax Bill
- Other Official or Legal Document (lease agreements not accepted)

**III. PARENT/GUARDIAN SIGNATURE**

I certify that all information is complete and correct. I am the child's parent/legal guardian and have established new permanent residency (where I eat, sleep and receive mail daily). I understand that falsification of any information will result in revocation of student enrollment, being held liable to reimburse the district for expenses to educate this student, and/or civil action resulting from fraud.

Signature of Parent/Guardian	Parent/Guardian Name(s)	Date
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School Use Only

\_\_\_\_\_ DASL      \_\_\_\_\_ EMIS Coordinator      \_\_\_\_\_ Bus Garage      \_\_\_\_\_ One Call Now      \_\_\_\_\_ Other