

**SPRINGBORO COMMUNITY SCHOOLS
STUDENT REGISTRATION OFFICE
CHANGE OF ADDRESS**

Please provide **Proof of Residency** to the Student Registration office. Normally, this proof consists of a utility bill addressed to you at your new home since this is often one of the first bills you will receive citing your name and new address. Acceptable Proof of residency is the mailing portion of a water, phone, electric bill or signed closing papers or lease agreement on your house. Proof of Residency must show the name and address. (Driver's licenses, checks, bank statements and insurance documents are not acceptable.)

The Transportation Department and appropriate school office will be notified once the required Proof of Residency is received in the Student Registration Office. Please allow **3 business days** before the request can be implemented. The transportation department will contact you with the bus number, bus stop location, and the bus pick-up and drop-off times once that has been established.

Please print all information.

Please list all Students and Grade Levels

Student: _____ Grade: _____ Building _____

Student: _____ Grade: _____ Building _____

Student: _____ Grade: _____ Building _____

Student: _____ Grade: _____ Building _____

Previous Address of Student: _____

City: _____ Name of Parent or Guardian: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

NEW ADDRESS: _____

City: _____ State _____ Zip Code _____

Name of Parent or Guardian: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

BEGINNING DATE: _____

Parent/Guardian Signature: _____ Date: _____

If the move changes the student's school attendance area and you would like them to continue at the current school for the remainder of the school year, it is the responsibility of the parent to transport the student(s) to and from school. **Transportation will not be provided.** The student will be transferred to the correct school attendance area for the following school year.

Approved _____ Denied _____

Approval Signature: _____ Date: _____