

Address Change Process

If you currently have a student attending school in our district and have moved, please request an address update during your Annual Update, if the Annual Update is open. If the Annual Update is not currently open, or you have already submitted your Annual Update, please complete the following steps to update your address in our student database:

- 1. Gather your <u>residency verification documents</u>
- 2. Print, complete and sign this <u>Verification of Residency form</u>
- Scan your new residency documents and completed Verification of Residency form and send them via email, using the school link provided below, to our school site enrollment staff, links to email addresses are provided below.

Our enrollment staff will contact you to verify receipt of your new residency documents.

Links to District Enrollment Staff Email Addresses