

Change of Address Information

1. Why do I have to complete a form to change my address?

By completing the *Change of Address* form all offices in the district are notified of the change of address. This not only includes your child's school building but transportation, food service, athletics and school buildings of older siblings that attend the district.

2. The District requires two proofs to change my address what is the purpose of providing support documentation?

The Swartz Creek Community School District is required to have documentation that shows that the parent/student reside in the district. In accordance with state law the district of residence must be determined for reporting purposes. If a parent/student does not reside in the district then the district must have a letter of release (permission) from the parent's resident district so the child may be enrolled at Swartz Creek Community Schools.

Swartz Creek Community Schools conducts internal audits of all student addresses three times a year. The District is also field audited twice a year through the Genesee Intermediate School District. Information from GISD audits are then forward on to the Michigan Department of Education to determine and support official Membership in the district. If the district does not have the support documentation then a student cannot be counted in Membership which means the district would receive no foundation allowance from the State of Michigan.

3. We have always lived in the district but have now moved out of the district, what are our options?

The most important thing is to update your student's address with your child's school office. We want to make sure you continue to receive your school mailings. It is also important that the school have the most current information in case of emergency. Since there are so many different options that are based on a case by case scenario it is best that you contact the Office of Instruction (810)591-2385 so that we can assist you with the proper paperwork. In most cases if a student moves out of the district after the September Membership Count and was actively enrolled prior to the September Membership Count day, a student can remain in the district until the end of the current school year.

Please feel free to contact the Office of Instruction, 591-2385 so we may be of assistance regarding questions you may have requiring enrollment in the district.



Swartz Creek Community Schools Change of Address Request

You may fax this form to the Office of Instruction, fax number 810.591.2784 **OR** this information can be given to your student's school office. Please make sure you provide a copy of your updated drivers license or Michigan ID **and** one of the following:

- Rent receipt
- Mortgage payment receipt
- Utility bill (gas, electric or water)
- Property tax bill

Corrections cannot be made unless proper documentation has been submitted with this form

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 child reside? _____

Are there other children in the family? YES NO
Are we updating their address(es) too? YES NO

Student Name Building Grade

Student Name Building Grade

Student Name Building Grade

Student Name Building Grade

Parent or Guardian Signature: _____

FOR OFFICE USE

_____ Changed address, date of change: _____

_____ Copy sent to building _____ School year