



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

Parent or Guardian Signature: _____

FOR OFFICE USE

_____ Changed address, date of change: _____

_____ Copy sent to building _____ School year