



CHANGE OF ADDRESS FORM

Effective Date: _____

Parent/Guardian Name: _____

Student(s) to Update:

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

New Information:

Address: _____

City/Zip: _____

Cell Phone: _____ Home/Work Phone: _____

Parent/Guardian Signature: _____

Date: _____

Previous Address: _____

A new Proof of Residency document is REQUIRED - include TWO of the documents below with this form and submit all to your building.

All documents must be dated within 60 days of receipt.

- ☐ Homeowner - Mortgage statement, deed, or property tax bill.
- ☐ Lease - Must have parent name, valid start/end dates and signatures.
- ☐ Billing Statement - Utility, phone/cable, vehicle/insurance or bank/credit card

If you are in a shared household situation - please use the SHARED HOUSEHOLD AFFIDAVIT for your Proof of Residency + supporting documents.
(instructions and document options are included with the form)

Return all form(s) and residency documents to: enrollment@melnapschools.com