



## CHANGE OF ADDRESS REQUEST FORM

Dear Parent/Guardian:

The Registration Office of the Wallingford-Swarthmore School District has been notified of a possible address change within the School District. In order to comply with residency requirements, the School District must be provided with proper documentation before changing a family's address in our student information system.

The following documentation must be provided prior to changing your address:

1. Copy of this Change of Address Request Form **AND**
2. Copy of your deed or lease agreement (signed by both seller/landlord and/or buyer/renter) **AND**
3. Copy of a current utility bill (gas, electric, water, sewer, cable only) **AND**
4. Copy of Student Transportation Information Form

Please note that rent receipt books or copies of your mortgage payment are **NOT** acceptable forms of documentation.

Please return this form with all required documentation to our Registrar, Derrick Clements, via e-mail at [dclements@wssd.org](mailto:dclements@wssd.org) or U.S. mail to the address listed above. No change to the student information system can take place without proper proof of residency. In the event of multiple student changes, please enter the student information below.

Thank you for your cooperation.

### Student's Information:

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Enrolled Building: \_\_\_\_\_ Enrolled Building: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Enrolled Building: \_\_\_\_\_ Enrolled Building: \_\_\_\_\_

### New Address Information:

Parent's/Guardian's Name(s) (at new address): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of Move: \_\_\_\_\_

Old Address: \_\_\_\_\_

Student First Name \_\_\_\_\_  
 Student Last Name \_\_\_\_\_