



# Address Change Central Enrollment

Community Educational Resource Center  
455 E. Scripps Road, Lake Orion, MI 48360

Phone: 248•814•0215

**Alison Doane**  
Pupil Accounting Specialist

Central Enrollment must receive this Address Change form, along with proof of residency before any changes can be made to student records and transportation. Submit via e-mail to [Alison.Doane@lok12.org](mailto:Alison.Doane@lok12.org), or mail/drop off to the address listed above.

Questions? Call 248-814-0215

**Step 1**

NAMES OF STUDENTS IN FAMILY Please print clearly.	SCHOOL ATTENDING	GRADE	TRANSFER TO NEW SCHOOL (if applicable due to address change) & DATE CHANGE EFFECTIVE

**Step 2**

<b>NEW ADDRESS - don't forget to provide proof of residency</b> (Examples: Current utility bill, mortgage, property taxes, trash service)
<b>NEW ADDRESS DATE CHANGE EFFECTIVE:</b>

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Your address dictates your neighborhood school. Your change of address may require a school transfer.

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**Step 3**

<b>UPDATED PARENT INFORMATION</b> please print clearly and read carefully. Thank you!			
<b>Primary Parent/Guardian residing with student:</b>			
Name:		Relationship:	
Primary Phone:	Home Phone:	Cell Phone:	Work Phone:
Email address:		Custody Changes:	

**Step 4**

<b>Secondary Parent/Guardian residing with student:</b>			
Name:		Relationship:	
Primary Phone:	Home Phone:	Cell Phone:	Work Phone:
Email address:		Custody Changes:	
<b>Parent/Guardian living elsewhere:</b>			
Name:		Relationship:	
Primary Phone:	Home Phone:	Cell Phone:	Work Phone:
Address of Parent/Guardian <u>living elsewhere</u> :			
Email Address:		Custody Changes:	
<b>Parent/Guardian living elsewhere:</b>			
Name:		Relationship:	
Primary Phone:	Home Phone:	Cell Phone:	Work Phone:
Address of Parent/Guardian <u>living elsewhere</u> :			
Email address:		Custody Changes:	

**Step  
5**



Is address change due to economic hardship, loss of employment, home foreclosure?

No Skip to Step 7       Yes Go to Step 6

**Step  
6**



You answered Yes in Step 5. You may qualify for services under the McKinney-Vento Homeless Student Education Act if in your current living arrangements, you are lacking a fixed, regular and adequate nighttime residence. Do you want more information on this subject?

No       Yes

**Step  
7**



Parent/Guardian signature:	Date:
Parent/Guardian (please print):	