



Address Change Central Enrollment

Community Educational Resource Center
455 E. Scripps Road - Room 110, Lake Orion, MI 48360

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Pupil Accounting Specialist

Phone: 248•814•0215
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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 either by fax 248-693-5317, e-mail to 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 →

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

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

Step 3 →

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

Step 4 →

Parent/Guardian <u>living elsewhere:</u>			
Name:		Relationship:	
Primary Phone:	Home Phone:	Cell Phone:	Work Phone:
Address of Parent/Guardian <u>living elsewhere:</u>			
Email Address:		Custody Changes:	
Parent/Guardian <u>living elsewhere:</u>			
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):	