

NORTH TONAWANDA CITY SCHOOL DISTRICT

176 Walck Road ♦ North Tonawanda, New York 14120 ♦ [716] 807-3568 ♦ FAX [716] 807-3524

ADDRESS/NAME OR CONTACT INFORMATION CHANGE

Date: _____

Current Parent/Guardian Name: _____ **Previous** Name: _____

Legal documentation of name change provided: _____

New Address: _____ **Previous** Address: _____

If the move was due to a change in the family situation, (Marriage, separation/divorce, death of a spouse), additional paperwork is required and will be discussed on an individual basis.

Two Proofs of Residency required to verify an address change:

#1 _____ Rental Agreement/Lease/Mortgage Papers or Deed*

Landlord Name: _____ Telephone #: _____

*If you are staying with someone that is renting, your name must be added to the lease or the landlord must provide a statement that you are living there. The statement must be notarized and the lease for the apartment must be provided.

*If you are staying with someone that owns a home, they must provide proof of residency and a notarized statement that you are residing there as well.

#2 _____ Utility Bill, Bank Statement, Payroll Stub, or Vehicle Registration

This is also a convenient time to update any of the following, if necessary:

New Home Phone: _____ Previous Home Phone: _____

Cell Phone: _____ Previous Cell Phone: _____

Work Phone: _____

Contact Information: Add: _____ Delete: _____

Phone _____

Relationship to student _____

Effectuated Name(s) of Children in your Household	Current School Attending	Grade	(Office Use Only) Change in School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICE USE ONLY

Date Changed: _____ Date Email Sent: _____ Initials: _____