



# Groveport Madison Local Schools

4400 Marketing Place, Suite B  
Groveport, OH 43125  
(614) 491-8288

## Change of Address Form

**NOTE:** Approved school transfers and updated transportation assignment will begin two (2) business days from the date the Enrollment Center receives your completed form.

In order for a change of address request to be processed, this form must be completed, along with providing a photo I.D. and two (2) items proving residency (as listed on Page 2).

Date Received: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Student's Name(s) (First and Last)	Student's ID #	Grade	Current School	Newly-Assigned School

Previous Address: \_\_\_\_\_  
*(Street Address) (City) (State) (Zip)*

OFFICE USE ONLY: \_\_\_\_/\_\_\_\_/\_\_\_\_

New Address: \_\_\_\_\_  
*(Street Address) (City) (State) (Zip)*

Lease Expiration Date: \_\_\_\_\_ OFFICE USE ONLY: \_\_\_\_/\_\_\_\_/\_\_\_\_

Has there been any change in the custodial parents' marital status? YES NO

Has there been any change in the custodial parents' living situation? YES NO

Other custodial parent's address: \_\_\_\_\_  
*(Street Address) (City) (State) (Zip)*

Custodial parent telephone: \_\_\_\_\_  
*(Home) (Cell) (Work)*

Custodial parent name: \_\_\_\_\_

Custodial parent signature: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_

**Verification of Residence – Two items proving residency are required**

**(Choose one item from Group A and one item from Group B, below)**

**GROUP A:** Current (within last 30 days) mortgage statement **or** up-to-date rental/lease agreement in the name of the custodial parent/guardian (and all adult residents) listed.

*\* If living with someone else who is the lease holder or mortgage holder, please contact the District's Enrollment Office, at 614-491-8288 for additional instructions.*

**GROUP B:** Any one of the following items (must be current within last 30 days and show service address within the Groveport Madison School District):

- Water bill
- Gas bill
- Electric bill
- Landline phone bill
- Cable bill
- Internet bill
- Government mailing (i.e., Child Support, Government Assistance)

*If your mortgage or utility bills are process through an online payment system, it is your responsibility to obtain a paper copy of the statements.*