



Groveport Madison Schools District Service Center

4400 Marketing Place, Suite B
Groveport, OH 43125
614-492-2520

Change of Address

The Required Documents listed on Page 2 must be presented along with this completed change of address form.
Please Note: Transportation to new address will begin two business days after the date of receipt from the Enrollment Department.

STUDENT NAME(S)	ID NUMBER	GRADE	CURRENT SCHOOL	NEW SCHOOL

Old Address City Zip

New Address City Zip

Does your student have an IEP? YES NO

Is your student Gifted and currently being served? YES NO

Has there been any change in custodial parents' marital status or living situation? YES NO

Printed Name of Parent Guardian Signature of Parent/Guardian Date

Cell Number Home Number Work Number



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Required Documentation for Change of Address

1. Change of Address form completed
2. A.) Current Mortgage Statement in the name of the Parent/Guardian or owner of the residence*
-OR-
B.) Current Lease in the name of the Parent/Guardian*

If the Parent/Guardian is not the lease holder/mortgage holder, they must obtain a **Residency Verification Form available online at www.gocruisers.org or at our District Service Center. This form must be COMPLETE when presenting at the time of enrollment.*

NOTE: *If the Parent/Guardian is using a month-to-month rental/leasing agreement, a type-written statement, on business letterhead, from the landlord must be provided at the time of enrollment. The statement must include the landlord's contact information, address of the rental location, parent/guardian's name, how long the parent/guardian has been on a month-to-month basis, and the current date.*

3. Current Utility Bill (***dated within the last 30 days***) in the name of the Homeowner/Lease Holder*

If the Parent/Guardian is not the Homeowner or Lease Holder, they must **also provide a current bill in their name, coming to that residence (***dated within the last 30 days***).*

Items accepted as Bills:

- Water bill
- Gas bill
- Electric bill
- Cable/Internet bill
- Landline phone bill
- Social Security documentation

4. Parent/Guardian Photo ID
5. Residency Verification Form (*only applicable if the lease/mortgage is not in the name of the Parent/Guardian*)

Lease: *This form must be signed by the Parent/Guardian, Lease Holder and Rental Agent stating that the Lease Holder and Rental Agent are aware, and consent to the Parent/Guardian and their family living at the residence.*

Mortgage: *This form must be signed by the Parent/Guardian and Mortgage Holder, stating that the Mortgage Holder consents to the Parent/Guardian and their family living at the residence.*