

CHANGE OF ADDRESS*CHANGE OF PHONE NUMBER*CHANGE OF EMERGENCY CONTACTS

Please notify the Counseling Office immediately of any student information change. All changes to student information *must be submitted in writing and include the parent/guardian signature.*

A Change of Address must also include a proof of residence (form is available). Proof may be a contract, deed or lease, tax or utility bills of the new residence. Once documentation is provided, the address will be changed in the student information system and sent to the Transportation Office for assignment of a new bus.

If a student has a parking pass or has not ridden their bus in several weeks, please contact the Counseling Office. Notification will be given to Transportation of their return.

Changes of other information must be written and submitted to the Counseling Office for correction in the Student Information System.