

Address Change Request

Submit this form to the District 742 Welcome Center at 1201 2nd St. S, Waite Park, MN 56387 or welcomecenter@isd742.org

STUDENT INFORMATION	ID:	
Student Name:		
_____	_____	_____
Last	First	Middle
Date of Birth: _____	Current Grade: _____	Current School: _____

***If your child's daycare or pick-up/drop-off location has changed, please complete the Transportation Request form on the next page. You do not need to complete the Address Change.**

ADDRESS CHANGE Please submit proof of new address with this form (ie Rental/Lease/Mortgage Contract or Utility

New Address: _____	Apt: _____	
City: _____	State: _____	Zip: _____
Attendance Area:	<input type="checkbox"/> Remains the same	
	<input type="checkbox"/> Changes to: _____	
	Student will: <input type="checkbox"/> Transfer to new attendance area school	
	<input type="checkbox"/> Submit In-District Transfer Request to remain at current school*	
<i>If you have moved and require new or continuing transportation to/from school, complete a Transportation Request Form</i>		
<i>*Please note: Families approved for an In-District Transfer are responsible for transportation to and from school</i>		

***If your child will need transportation, please complete the Transportation Request form on the next page.**

PARENT INFORMATION

Parent/Guardian Name:

Last First Phone

I understand that selecting "Yes" constitutes a legal signature confirming my responses. Yes

Date _____

---OFFICE USE ONLY---

*Parent/Guardian ID verified (if applicable)	_____ Date	_____ Initials
Change made by:	_____ Date	_____ Initials
School notified:	_____ E-mail	_____ Sent to school
School 2 notified (if applicable)	_____ E-mail	_____ Sent to school
Transportation Notified (if applicable)	_____ E-mail	_____ District Mail