



CHANGE OF ADDRESS

To officially change your student's address, you are required to provide **TWO** address verification documents, dated within the last 60 days. You must do this even if you have notified your child's school of the new address. Acceptable documents are listed below.

Please check the documents you have included with this notice.

- | | | |
|--|---|--|
| <input type="checkbox"/> Seattle City Light Bill | <input type="checkbox"/> PSE Bill | <input type="checkbox"/> Other Utility Bill |
| <input type="checkbox"/> Cable Bill | <input type="checkbox"/> Internet Bill | <input type="checkbox"/> Landline Telephone Bill |
| <input type="checkbox"/> Lease/Mortgage Document | <input type="checkbox"/> Insurance Document | <input type="checkbox"/> Tax Document |
| <input type="checkbox"/> DSHS Document | <input type="checkbox"/> Court Document | <input type="checkbox"/> Other |

MOVE EFFECTIVE DATE: _____

_____	_____	_____
Last Name of Student	First Name	Student ID or Birth Date
_____	_____	_____
New Street Address	Unit No.	City
_____	_____	_____
_____	_____	_____
Email Address	Home Phone No.	Cell Phone No.

PARENT/GUARDIAN SIGNATURE

PLEASE PRINT NAME

DATE

List any additional children attending Seattle Public Schools that live at this new address.

_____	_____	_____
Last Name of Student	First Name	Student ID or Birth Date
_____	_____	_____
Last Name of Student	First Name	Student ID or Birth Date

Email/Fax/Mail or Bring Your Information To:

Email Address: servicecenter@seattleschools.org
Mailing Address
 Seattle Public Schools
 Service Center
 PO Box 34165
 Mail Stop 11-174
 Seattle, WA 98124-1165

Fax Number: (206) 252-0761
Telephone: (206) 252-0760
Street Address: John Stanford Center
 2445 – 3rd Avenue South
 Seattle, WA 98134
 (3rd & Lander)

Pursuant to Board Policy 3119, falsification of an address or residence (or conditions of living arrangement) to obtain a school assignment will be cause for the revocation of the student's school assignment and return to the proper school of assignment.