



SEATTLE
PUBLIC
SCHOOLS

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. No envelopes, advertising or correspondence accepted.

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"/> Lease/Mortgage Document |
| <input type="checkbox"/> Cable Bill | <input type="checkbox"/> Internet Bill | <input type="checkbox"/> Landline Telephone Bill | <input type="checkbox"/> Court Document |
| <input type="checkbox"/> Insurance Document | <input type="checkbox"/> DSHS Document | <input type="checkbox"/> Tax 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

Additional children attending Seattle Public Schools that live at this new address. Write clearly.

_____	_____	_____
Last Name	First Name	Student ID/Birth Date
_____	_____	_____
Last Name	First Name	Student ID/Birth Date
_____	_____	_____
Last Name	First Name	Student ID/Birth Date
_____	_____	_____
Last Name	First Name	Student ID/Birth Date

Email/Fax/Mail or Bring Your Information To:

Email Address: admissions@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 – 3 rd Avenue South Seattle, WA 98134 (3 rd & Lander)
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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. Revised 10/30/14