

# MTSD CHANGE OF ADDRESS

Student Name	ID	Birthday	School	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OLD Address: \_\_\_\_\_

NEW Address: \_\_\_\_\_

Family is moving \_\_\_\_\_ Parent/guardian and student are moving \_\_\_\_\_ Only the parent/guardian is moving \_\_\_\_\_

**\*\* Must provide documentation of new address \*\***

*(An explanation of acceptable documentation is on the reverse of this form.)*

Current utility bill or sales/lease agreement: \_\_\_\_\_

Move Date: \_\_\_\_\_

Parent/Guardian 1 Cell Phone: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_

Home Phone: \_\_\_\_\_

NEW Elementary School (see below): \_\_\_\_\_

**\*\* For Grades Kindergarten-4th \*\***

**YOU MUST SELECT ONE OPTION BELOW:**

I would like my child to remain at the elementary school where he/she is currently enrolled. *I understand that this is not a guarantee and that if permission is granted for my child to remain at his/her current elementary school **transportation will be the responsibility of the parents/guardians.***

I would like my child to transfer to the neighborhood elementary school for the attendance area where we have moved or will be moving.

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature (required)**

\_\_\_\_\_  
**Date**

- - - - - FOR DISTRICT OFFICE USE ONLY - - - - -

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Assigned Elementary School: \_\_\_\_\_

\_\_\_\_\_  
 Director of Student Services

\_\_\_\_\_  
 Date

Change in SIS \_\_\_\_\_ Notify IT/Transportation: \_\_\_\_\_

## Proof of Residency Requirements

Manheim Township School District requires Proof of Residency per the Pennsylvania Department of Education for enrollment into our district. Proper Proof of Residency must be shown at enrollment, as well as for a change of address within the district. These documents can be delivered to the District Office or emailed to Kelly Gillis at [gilliske@mtwp.net](mailto:gilliske@mtwp.net). The district reserves the right to deny enrollment to any family that cannot provide satisfactory proof of residence within our district borders.

### Required Documentation:

**Photo Identification** of Parent/Guardian is required for all in addition to:

- If you **own** your residence you will need **ONE** of the following:
  - Prior or current month utility bill in your name for Electric, Gas, Oil, Water/Sewer, TV/Internet, Land Line Phone or Trash (please note that we cannot accept a bill for a cell phone). Be sure to bring the detail portion of the bill indicating the “service to” address.
  - Signed settlement paperwork (acceptable only if signed within 60 days of your appointment)
- If you **rent** your residence you will need **ONE** of the following:
  - Current utility bill in your name. Be sure to bring the detail portion of the bill indicating the “service to” address. We cannot accept the mailing portion of the bill.
  - Signed lease (acceptable only if signed within 60 days of your appointment)
- If you are **not the leaseholder** but are living with a legal resident who rents the residence you will need **ALL** of the following:
  - The person you are living with will have to come to the enrollment appointment with you with their valid photo ID and one of the following: current utility bill (detail portion), lease (acceptable only if signed within 60 days of your appointment) or settlement paperwork (acceptable only if signed within 60 days of your appointment).
  - Living With Legal Resident form\* with the “Landlord Verification” section completed and signed by the landlord.
- If you are **not the homeowner** but are living with someone who owns the residence you will need **ALL** of the following:
  - The person you are living with will have to come to the enrollment appointment with you with their valid photo ID and one of the following: current utility bill (detail portion), lease (acceptable only if signed within 60 days of your appointment) or settlement paperwork (acceptable only if signed within 60 days of your appointment).
  - Living With Legal Resident form\*
- If the **student is not residing with a parent** you will need **ONE** of the following **in addition to** one of the above Proof of Residency documents:
  - Court documents or notarized document naming you as legal guardian with educational rights.
  - Notarized PDE Guardianship Affidavit signed by all legal guardians. (this form will be available at time of registration) If you have any questions about this policy, please contact our District Registrar at 717-735-1379.

*\*The Living with Legal Resident form is available at our District Office located at 450A Candlewyck Road, Lancaster, at each building’s main office, or you can call 717-735-1379 and request that it be e-mailed to you.*