

MTSD CHANGE OF ADDRESS

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

OLD Address: _____

NEW Address: _____

Family is moving _____ Only the Student is moving _____

**** Must provide documentation of new address ****
(An explanation of acceptable documentation is on the reverse of this form.)

Move Date: _____ Current utility bill or sales/lease agreement: _____

Mom Cell Phone: _____ Dad Cell Phone: _____

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.***

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 Name (please print): _____

Parent Signature (required)	Date
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..... **FOR DISTRICT OFFICE USE ONLY**

Approved _____ Assigned Elementary School: _____
 Denied _____

 Director of Pupil 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 appointments, as well as for a change of address within the district. Be sure to have your proof with you. We are unable to print the proof at the time of your appointment. The district reserves the right to deny enrollment to any family that cannot provide proof of residence within our district borders.

Required Documentation:

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

- If you **own** your residence you will need **ONE** of the following:
 - Prior or current month utility bill 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.
 - Settlement paperwork, signed within 60 days

- If you are **not the leaseholder** but are living with someone who rents the residence you will need **ALL** of the following:
 - Residency statement* with the “Landlord Verification” section completed by the landlord.
 - Either a utility bill in the leaseholder’s name showing their name and service to the address (be sure to bring the detail portion of the bill indicating the “service to” address) or an addendum to the lease showing the student’s parent/guardian as a resident of the property.

- If you are **not the homeowner** but are living with someone who owns the residence you will need **ALL** of the following:
 - Residency statement* with the “Homeowner’s Verification” portion completed by the homeowner.
 - Current utility bill showing the homeowner’s name and address. Be sure to bring the detail portion of the bill indicating the “service to” address

- If you **rent** your residence you will need **ONE** of the following:
 - Current utility bill. Be sure to bring the detail portion of the billing indicating the “service to” address. We cannot accept the mailing portion of the bill.
 - Lease signed within 60 days

- If the **student is not residing with a parent/guardian** 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 the legal guardian
 - Notarized PDE Guardianship Affidavit (this form will be available at time of registration)

If you have any questions about this policy, please contact our District Registrar at 717-569-8231.

**The Residency Statement is available at our District Office located at 450A Candlewyck Road, Lancaster or you can call 717-569-8231 ext.3095 and request that it be e-mailed to you.*