

CCPS STUDENT ENROLLMENT CENTER

Change of Address, Custody, and Transfer Form

Date: ____/____/____

Address Change _____ Custody Change _____ Transfer Change _____

Required Documents: Legal Guardian's ID, two POR, custody court order (if applicable)

Name	School Transferring From	School Transferring To	Grade	Student ID #

Father/Guardian Information

Name: _____

Relationship: _____

Home Street Address: _____

City, State, Zip: _____

Cell Phone: _____

Work Phone: _____

Home Phone: _____

Email address: _____

Employer: _____

Legal Guardian? Yes _____ No _____

Student(s) reside with guardian? Yes _____ No _____

Mother/Guardian Information

Name: _____

Relationship: _____

Home Street Address: _____

City, State, Zip: _____

Cell Phone: _____

Work Phone: _____

Home Phone: _____

Email address: _____

Employer: _____

Legal Guardian? Yes _____ No _____

Student(s) reside with guardian? Yes _____ No _____

Legal Guardians Please Read and Sign

Maintaining accurate residency information for students is important for student safety and ensures that board policies regarding attendance in school zones are followed. I certify that I am the custodial parent/guardian of the student(s) indicated and that the above residency information is correct. I understand that it is my responsibility to notify the school should my address or contact information change.

Legal Guardian's Signature: _____