



# Chartiers-Houston School District

Inspire all students to achieve their greatest potential.

## STUDENT CHANGE OF ADDRESS

DATE OF CHANGE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT(S) NAME(S): \_\_\_\_\_

OLD ADDRESS: \_\_\_\_\_

OLD BUS NUMBER: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

NEW BUS NUMBER: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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For change of address completion, you are required to provide the following:

A **VALID DRIVER'S LICENSE (PICTURE ID)**

AND ONE OF THE FOLLOWING WITH NEW PHYSICAL ADDRESS LISTED:

- DEED
- LEASE OR RENTAL AGREEMENT
- MAJOR UTILITY BILL (GAS, ELECTRIC OR WATER) (CABLE, CELL OR CREDIT CARD BILLS NOT ACCEPTED)

**PLEASE BRING COMPLETED FORM ALONG WITH ALL REQUIRED DOCUMENTS TO THE CENTRAL ADMINISTRATION OFFICE FOR SUBMISSION. FOR MORE INFORMATION, PLEASE CONTACT THE DISTRICT REGISTRAR VIA EMAIL, [KELLIE.SETARO@CHARTIERS-HOUSTONS.D.COM](mailto:kellie.setaro@chartiers-houston.org) OR BY CALLING 724-746-1400 x 104.**

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### OFFICE DISTRIBUTION:

- \_\_\_\_\_ UPDATED IN SKYWARD: \_\_\_\_\_
- \_\_\_\_\_ BUILDING SECRETARY (ALERT NOW)
- \_\_\_\_\_ TRANSPORTATION
- \_\_\_\_\_ NURSE (CARD)