



## Address/Phone Number Change

Form must be submitted with supporting proof of residency. Submit completed form along with documentation to any School Building. Questions: Call (810)538-1641

Step  
1

Name of Children Affected by Move	School	Grade

Step  
2

New Address (N/A if Phone Number Change Only)

Step  
3

New Phone Numbers/Email			
Name	Cell Phone	Home Phone	Work Phone
Name		Email	
Name	Cell Phone	Home Phone	Work Phone
Name		Email	
Name	Cell Phone	Home Phone	Work Phone
Name		Email	

Step  
4

Is address change due to economic hardship, loss of employment or home foreclosure?

☐ No Skip to step 6

☐ Yes Go to Step 5

Step  
5

You answered Yes in Step 4. You may qualify for services under the McKinney Vento Homeless Student Education Act if in your current living arrangements you are lacking a fixed, regular and adequate nighttime residence. Do you want more information on this subject?

☐ No

☐ Yes

Step  
6

Parent/Guardian (please print)	
Parent/Guardian (signature)	Date

\*Upon receipt of this form, fax a copy to Department of Instruction and Transportation. Place original copy in Student CA.  
(810)538-1654 (810)667-2497

Dept of Instruction (Date and Initials)	Transportation (Date and Initials)
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