



Sandusky City Schools

407 Decatur St., Sandusky, OH 44870-2442 ♦ 419-626-6940

Change of Address and/or Phone Number Notification

I _____, certify that I am the custodial parent/legal guardian of the below listed children(s) and have established new permanent residency (where I eat, sleep, and receive mail daily). I further certify that the children(s) below reside(s) with me at this new address. If my permanent residency would change, I shall notify Sandusky City Schools within five days.

_____ Old Address Zip Code + 4 Old Phone Number

_____ New Address Zip Code + 4 New Phone Number

_____ Cell Phone Number Work Phone Number

Child(s) Name Current School and Grade Level Special Education (yes/ no)

_____ Parent/Legal Guardian Signature Date

Proof of Residency: _____
(Please provide verification of address, either a copy attached or present when dropped off:
ex.: lease, rental agreement, purchase agreement, utility bill, post office forward, etc.)

Office Use Only: Student Enrollment

EMIS Coordinator _____ DB _____ Elementary _____ Transportation _____ Date _____