



Change of Address Request

Lakeshore Public Schools
 5771 Cleveland Avenue, Stevensville, MI 49127
 Phone: (269)428-1400 Fax: (269)428-1574

- To complete your request, please visit our Central Office at the address above. Please bring this form and all required documentation at that time.

STUDENT INFORMATION

Students Name: _____ School: _____
 Students Name: _____ School: _____
 Students Name: _____ School: _____
 Students Name: _____ School: _____

PREVIOUS ADDRESS			NEW ADDRESS		
Students Household Type	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Secondary Residence	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Secondary Residence	
School District					
PO Box					
Street					
City					
State		Zip		Zip	

FULL NAME		PHONE NUMBER	PHONE TYPE	
Parent/Guardian			<input type="checkbox"/> Mobile	<input type="checkbox"/> Home
	Email Address:			
Parent/Guardian			<input type="checkbox"/> Mobile	<input type="checkbox"/> Home
	Email Address:			

PROOF OF RESIDENCY (2 items) -Only the documents listed below will be accepted as proof of residency:	Office Use
1. Current* utility bill in the name and address of person enrolling the student (gas, electric, water or cable bill only) MAILING ADDRESS MUST MATCH SERVICE ADDRESS. <i>*A current bill covers a service period ending within 30 days</i>	
2. AND ONE of the following: <ul style="list-style-type: none"> ▪ HOMEOWNER: Current Property Tax Bill with name and address; OR Purchase Agreement (if closing occurred within the last 6 months) ▪ TENANT: Rental agreement with name and property address of person enrolling the student. 	
• LIVING WITH RESIDENT OR OTHER LIVING SITUATION: <i>If you are NOT the homeowner or signer of the lease, please contact the District's Central Office at (269) 428-1400 to identify your current living situation and verify the necessary residence requirements.</i>	

ADDITIONAL DOCUMENTS- (If Applicable)	Office Use
1. Release Letter —If you are no longer a Lakeshore resident, and are not enrolled under a School of Choice application, a Release Letter must be acquired by resident's home district to continue enrollment at Lakeshore Public Schools.	

****Central Office Use Below this Line****

Date Updated in PowerSchool: _____ By: _____