



# School District of Menomonee Falls

## ADDRESS CHANGE FORM

Parent/Guardian, please fill out completely and return to your school's main office along with current Proof of Residency, if applicable.

Please indicate ALL Parent/s or Guardian/s this change applies to:  Primary Contact  Parent/Guardian #3  Parent/Guardian #2  Parent/Guardian #4

Date of Move: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

New Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- We have moved **WITHIN** the boundaries of the School District of Menomonee Falls (refer to [1] & [2] below)
- We have moved **OUTSIDE** the boundaries of the School District of Menomonee Falls (refer to [3] below)

[1] TRANSPORTATION: Previous Address: (check one)  Yes  No  
New Address (if eligible, check one)  Yes  No

[2] PROOF OF RESIDENCY: Requires **TWO** items for Proof of Residency for moves **WITHIN** the boundaries of SDMF

**CATEGORY A (Requires ONE Document) Current documents mean dated within 30 days.**

- Current Closing Statement Employee Initials: \_\_\_\_\_
- Current Mortgage Statement Employee Initials: \_\_\_\_\_
- Current Signed Residential Lease Hard Copy (including a landlord's name, address and phone number) Employee Initials: \_\_\_\_\_
- AND**  SDMF LV-1 Form along with proof of rent paid Employee Initials: \_\_\_\_\_

**CATEGORY B (Requires ONE Document)**

- Current Utility Bill (We Energies, Water or Cable) Employee Initials: \_\_\_\_\_
- Current Home Phone, Cell Phone or Internet Bill Employee Initials: \_\_\_\_\_
- Current Credit Card Statement Employee Initials: \_\_\_\_\_
- Current Insurance Statement Auto, Home or Health Employee Initials: \_\_\_\_\_
- Current Pay Check Stub Employee Initials: \_\_\_\_\_
- Current Government/State Program (i.e., Food Share, Badgercare, SSI) Employee Initials: \_\_\_\_\_
- Driver's License/State ID with Current Address Employee Initials: \_\_\_\_\_

[3] ENROLLMENT STATUS: Complete **ONLY** for moves **OUTSIDE** the boundaries of SDMF

- My student/s are **CURRENTLY** in a Non-resident program (Open Enrollment)  
Verified by District Employee Initials: \_\_\_\_\_
- My student/s are **NOT CURRENTLY** in a Non-resident program, but need to be added to Open Enrollment to continue
  - I will complete an **Open Enrollment Alternative Application** or a **Tuition Waiver**  
(Based on the family's date of move, it will decide which form the family needs from one of the two choices above)
  - I will also **complete the online Open Enrollment Application** through the Department of Public Instruction's (DPI) website during the months of February through April, if a **Tuition Waiver** was filled out.

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Address Changes cannot be processed until all documents have been received by the school district\***  
**\*Busing could take up to 3 days to be updated\***

**Address Change Form (ACF)**  
*This page to be completed by School District Staff ONLY*

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

- Student/s have moved **OUTSIDE** the boundaries of SDMF
  - Withdrawing**
    - Withdrawal Form Completed (W-1)
    - Withdrawn from PowerSchool
  - Needs a Tuition Waiver (TW) or OE Alt Application**
    - Completed Tuition Waiver
    - Completed OE Alternative Application
    - Send all TW and OE Alt Appl to Laura T. at DO
  - Continuing nonresident student at new address**
- Student/s have moved **WITHIN** the Boundaries of SDMF – (Check the Elementary Boundaries Map)
  - Same School**     **New School:** \_\_\_\_\_     **Start New School Date:** \_\_\_\_\_
  - Intra District Transfer Form** to remain at current school     **Submitted**     **Approved**
- Residency Check**
  - Go to <http://tax.waukeshacounty.gov> and type in the new Menomonee Falls address coordinates and verify homeowner or leaseholder to be sure correct POR was received for the address change  
Match Found  Yes     No, Contact Laura Startz at DO for next steps
- PowerSchool**
  - Check PowerSchool for active student/s using the new address (search "Street contains W12N3456")
  - If there is another student matched to that property address, reach out to the family of that student to see if they have moved and start the Address Change process with them next.
- If the Student/s will be, or are no longer, in a 3<sup>rd</sup> Party or Non-Custodial living arrangement, update the Registration Second Page correct fields
- Update Student Home and Mailing Addresses
- Update the Busing Fields
- Update the Contact/s Address/es
- Data Change - Email All Schools/Departments that need to know:**
  - Ben Franklin (Kim Smith/Jessica Fleischman)
  - Riverside (Melissa Rossi)
  - Shady Lane (Tiffany Bianchi)
  - Valley View (Deb Mattson)
  - NMS (Liz Kohl)
  - MFHS (Heather Slaats)
  - School Nutrition (Jessica Stehli)
  - District Office (Laura Troutman)
- Withdrawals**
  - Katie Welke
  - Brianna Young
- Disability Code** = "Y" (Heidi Ebben)
- EL Code** <=6 (English Learner Distribution List)
- Intra District Transfers** (Brianna Young)

**Scan and save ACF to DistrictWide Address Changes Folder**

GDrive: Staff Share > District Wide > Address Changes > "Current School Year" > "School Building"  
Save file as: *Last, first, grade, school, school year* Example: Smith, Jane 4th RS 2024-2025