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### Address Change Form (Completed by Parent/Guardian)

Please indicate which parent this change applies to:  Mother  Father  Parent 3  Parent 4

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

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

Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Old Address: \_\_\_\_\_

Street

City

Zip

New Address: \_\_\_\_\_

Street

City

Zip

1. Transportation Old Address: Yes or No (circle one)      Transportation New Address: Yes or No (circle one)

2. Check one:

Homeowner

Leaseholder

Moving out of the School District of Menomonee Falls OR your child is currently in a Non-resident Program

Other – Please Explain: \_\_\_\_\_

3. Based on the box you checked above, please provide the following documentation:

a. Homeowner: **Current means documents are dated within the last 90 days** office staff initials: \_\_\_\_\_

Signed current closing papers in your name with the new Menomonee Falls address listed

b. Leaseholder: **Current means documents are dated within the last 90 days** office staff initials: \_\_\_\_\_

Signed current Menomonee Falls lease with parent/guardian name(s) on the agreement

c. **Moving out of the School District of Menomonee Falls OR your child is currently in a Non-Resident Program:**

Complete a Tuition Waiver Form, provide Proof of Residency for Resident District and apply for Open Enrollment on the DPI website during Feb-April. office staff initials: \_\_\_\_\_

**OR**

Non-resident program: (Open Enrollment/Chapt 220): Provide Proof of Residency for Resident District office staff initials: \_\_\_\_\_

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

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

**Address Changes and transportation cannot be processed until we have received all required documents.  
Busing could take up to 3 days to be updated.**

School District of Menomonee Falls | W156 N8480 Pilgrim Rd | Menomonee Falls, WI 53051  
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The School District of Menomonee Falls does not discriminate in employment, program opportunities, or delivery of services, WI statute, 118.13