



200 Church Street  
Landisville, PA 17538  
717-459-9009

## CHANGE OF ADDRESS/PHONE INFORMATION

Effective Date: \_\_\_\_\_

Student Name	Date of Birth	Grade	Current School	Student ID (Office Use Only)

Names of all adult contacts moving to this address: \_\_\_\_\_

1. New Address \_\_\_\_\_

\_\_\_\_\_ Proof of new residency (*see back of this form for guidance for acceptable proofs of residency*)

2. Primary Contact Number \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian submitting this request

\_\_\_\_\_  
Parent/ Legal Guardian Signature

\_\_\_\_\_  
Date

Please return completed form along with a copy of your photo ID and required proof of residency to the District  
Administration Office  
Changes will be made once the form is received.

### OFFICE USE ONLY

Change in Building/Contacted:

Building Change Notes:

☐ Parent/Legal Guardian Photo ID Verified

☐ Present School

☐ Future School

Date \_\_\_\_\_

☐ Transportation

☐ Technology

☐ Special Ed

## Acceptable Proofs of Residency

### Own the Home? One of the following is needed:

- Copy of the Deed or **FULL** closing/settlement paperwork (**signed within the last 30 days**) with the following visible:  
*Property address, buyer & seller information, settlement date, signed and dated sections by seller and buyer.*
- Hempfield School District Real Estate Tax Bill or Lancaster County Real Estate Tax bill
- Most recent, **FULL** Utility Bill with the following visible:  
*Name, servicing address, servicing dates*

### Renting? One of the following is needed:

- Copy of the **FULL** Lease or Rental Agreement (**signed within the last 30 days**) with the following visible:  
*Property address, tenant information, effective date, signed and dated sections by the landlord and tenant.*
- Most recent, **FULL** Utility Bill with the following visible:  
*Name, servicing address, servicing dates*

### If you are not listed on the lease but are living with someone who rents the residence, you will need **ALL** of the following:

- Completed Shared Housing Form including the landlord verification - This form is available on the student services section of our website.
- Photo Identification of both the Parent/Legal Guardian and the Leaseholder
- Proof of Residency for Leaseholder (see above)

### If you are not the homeowner but are living with someone who owns the residence, you will need **ALL** of the following:

- Completed Shared Housing Form - This form is available on the student services section of our website.
- Photo Identification of Parent/Legal Guardian
- Photo Identification of both the Parent/Legal Guardian and the Leaseholder
- Proof of Residency for Homeowner (see above)

### If the student is not residing with a parent or legal guardian in addition to the above - you will need **ONE** of the following:

- Copy of the official filed court documents stating you are the legal guardian.  
*If you only have a notarized document stating legal guardianship, we will need a copy of that and a completed and notarized guardianship affidavit form.*
- Our Guardianship affidavit - This form is available on the student services section of our website.

**Questions: Please contact our student services department at [registration@hempfieldsd.org](mailto:registration@hempfieldsd.org) or 717-459-9009**