

Hempfield School District

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

Transportation Technology

Date _____

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 or 717-459-9009