

CHANGE OF ADDRESS FORM



Please complete this form and submit to: sundayk@mystma.org OR drop off at your child's school, or the district office. **A new proof of residency is REQUIRED to be submitted as well** (copy of utility bill, lease agreement, driver's license etc.). If your address change puts you outside of the STMA district boundaries, please complete and submit an Enrollment Options Application for open enrollment status. If your move changes your neighborhood school boundaries within the STMA district, and you wish to remain at the current school(s) enrolled in, please complete and submit an Alternate School Attendance form. Visit the Enrollment page of the STMA website for more information, or contact Sunday Klonec at 763.497.3180 x5152 or sundayk@mystma.org

Address Change at PRIMARY Household (<i>student(s) receive transportation from this household</i>)			
Parent/Guardian #1			
<i>Last</i>	<i>First</i>	<i>Email</i>	<i>Phone</i>
Parent/Guardian #2			
<i>Last</i>	<i>First</i>	<i>Email</i>	<i>Phone</i>
Previous Address			
<i>Address</i>	<i>City</i>	<i>Zip</i>	
New Address			
<i>Address</i>	<i>City</i>	<i>Zip</i>	

DATE OF MOVE: _____

Student(s) in PRIMARY household with new address

Name	Birthdate	School	Grade

Address Change at SECONDARY Household (<i>student(s) do not receive transportation from this household</i>)			
Parent/Guardian #1			
<i>Last</i>	<i>First</i>	<i>Email</i>	<i>Phone</i>
Parent/Guardian #2			
<i>Last</i>	<i>First</i>	<i>Email</i>	<i>Phone</i>
Previous Address			
<i>Address</i>	<i>City</i>	<i>Zip</i>	
New Address			
<i>Address</i>	<i>City</i>	<i>Zip</i>	

OFFICE USE ONLY

- New address is out of district boundaries and requires **Enrollment Options Application** for open enrollment status: yes ___ no ___ If yes: form received ___ form added to student record ___ new enrollment record added ___
- New address cancels open enrollment: yes ___ no ___ If yes: new enrollment record added ___
- New address changes school attendance boundaries: yes ___ no ___ If yes: student will switch schools ___ or ASA form received & approved ___ form added to student record ___
- Address updated in Synergy ___
- Proof of new address received and added to student record ___
- Notice to transportation ___
- Notice to all school office staff (DPP if applicable) where the above students are enrolled ___
- Notice to Food Service ___

Date Received _____