

Caretaker/Address/Phone Number Change Form (only use if still within boundary of current school)

Student's Name _____ Current grade ____ Student ID# _____ Date of Birth _____

PGCPS Administrative Procedure 5111 advises that you must provide: A property tax bill, mortgage statement, or deed that has all required information or an original lease with required signatures and notary, if noncommercial. If shared housing, please submit the approved form.

- Two current bills: Cable, Non-Cell Phone, Health/Auto/Home Insurance, Credit Card, Utility or Bank Statement
- Parent/Legal Guardian should submit this form and supporting documentation to all PGCPS schools of siblings.

Previous Address _____ New Address _____

Student lives with (Please check one):

☐ Both Parents ☐ Parent 1 ☐ Parent 2 ☐ Foster Parent(s) ☐ Approved Caretaker ☐ Legal Guardian

Parent/Guardian #1	Parent/Guardian #2
Home/Cell Phone	Home/Cell Phone
Work Phone	Work Phone
Email	Email

Please list siblings/PGCPS students living at this new address:

Student name _____ Date of birth ____/____/____

Student ID _____ Student Grade _____ School name _____

Student name _____ Date of birth ____/____/____

Student ID _____ Student Grade _____ School name _____

Student name _____ Date of birth ____/____/____

Student ID _____ Student Grade _____ School name _____

Parent/Legal Guardian Signature _____ Date ____/____/____

FOR OFFICE USE ONLY -- Proof of Residence

Check here if ☐ Shared Housing
☐ Deed ☐ Lease ☐ Property Tax Bill ☐ Mortgage Statement

Bill #1

Bill #2

☐ Cable
☐ Non-cellular telephone
☐ Health, Hospital/Doctor Bill
☐ Car/Renter Insurance
☐ Credit card
☐ Utility (gas, electric)
☐ Bank statement

☐ Cable
☐ Non-cellular telephone
☐ Health, Hospital/Doctor Bill
☐ Car/Renter Insurance
☐ Credit card
☐ Utility (gas, electric)
☐ Bank statement