

FAMILY CHANGE OF ADDRESS NOTIFICATION – INTER DISTRICT

- o PLEASE COMPLETE AND RETURN THIS FORM TO THE REGISTRATION OFFICE. THE FORM MAY BE FAXED, MAILED, OR HAND DELIVERED TO THE ADDRESS INDICATED ABOVE. CLEARLY IDENTIFY ALL THOSE INVOLVED IN THE CHANGE. PLEASE CALL THE REGISTRATION OFFICE WITH ANY QUESTIONS.
- o THE DISTRICT REQUIRES CURRENT PROOF OF RESIDENCY FOR ALL ADDRESS CHANGES. NO ADDRESS CHANGES WILL BE PROCESSED WITHOUT CURRENT PROOF OF RESIDENCY. PLEASE PROVIDE ONE OF THE FOLLOWING 4 ACCEPTABLE DOCUMENTS:
UTILITY STATEMENT (GAS, WATER OR ELECTRIC) - LEASE AGREEMENT- CURRENT OFFER TO PURCHASE INCLUDING SIGNATURES & CLOSING DATE- NEW CONSTRUCTION REQUIRES BUILDING PERMIT & CONTRACT INCLUDING CLOSING DATE. **
IF ORIGINAL PROOF OF RESIDENCY SUBMISSION IS HOME PURCHASE OR A HOME BUILDING IN PROCESS, A FOLLOWUP MG&E OR ALLIANT ENERGY STATEMENT WILL BE REQUIRED.
- o **INTER DISTRICT MOVES:** STUDENTS WILL BE ASSIGNED TO THE SCHOOL OF RESIDENCE AS DEFINED BY THE NEW ADDRESS. CURRENT YEAR ASSIGNMENT APPLICATION PROCEDURES ARE LISTED BELOW AND MUST BE APPROVED BY SUPERINTENDENT. AN ALTERNATE SCHOOL REQUEST FOR THE REST OF THE CHILD’S SCHOOL LEVEL MUST BE COMPLETED IF YOU WOULD LIKE TO REQUEST CONTINUATION AT CURRENT SCHOOL FOR REMAINDER OF THAT LEVEL.
- o **OUT OF DISTRICT MOVES:** FOR NON-RESIDENT ATTENDANCE OPTIONS, DO NOT FILL THIS FORM OUT. PLEASE CONTACT THE REGISTRATION OFFICE. THE STATE OFFERS NON-RESIDENTS THE OPTION OF A “TUITION WAIVER (PI-9419) DUE TO MOVE”, BASED ON THE DATE OF MOVE.

NEW HOUSEHOLD INFORMATION

ADDRESS:	TELEPHONE:
CITY, STATE, ZIP:	DATE OF MOVE:
CURRENT SCHOOL :	NEW HOME SCHOOL:

IF SCHOOL PLACEMENT IS UNCHANGED BY NEW ADDRESS, OR IF YOU WISH FOR YOUR CHILD TO START AT THEIR NEW HOME SCHOOL IMMEDIATELY, CHECK BELOW. PLEASE GO ON TO THE “HOUSEHOLD MEMBERS, STUDENT INFORMATION AND SIGNATURE” SECTIONS AND COMPLETE.

- o SCHOOL PLACEMENT IS UNCHANGED BY MY NEW ADDRESS
- o MY CHILD(REN) WILL START AT THEIR NEW HOME SCHOOL UPON DATE OF MOVE

IF STUDENT IS ELEMENTARY OR MIDDLE SCHOOL LEVEL, AND YOU WOULD PREFER YOUR CHILD TO REMAIN AT CURRENT SCHOOL, AN OPTION IS LISTED BELOW.

CHECKING THE BOX BELOW INDICATES THAT YOU WILL BE SUBMITTING AN ALTERNATE SCHOOL REQUEST ALONG WITH YOUR CHANGE OF ADDRESS. . TRANSPORTATION WILL BE THE PARENT/GUARDIAN’S RESPONSIBILITY. THESE FORMS ARE AVAILABLE AT THE REGISTRATION OFFICE. ONCE YOUR SUBMITTED ALTERNATE SCHOOL REQUEST IS REVIEWED, THE FAMILY WILL BE NOTIFIED BY PHONE IMMEDIATELY UPON DECISION AND AN OFFICIAL LETTER WILL FOLLOW. CONTACT THE REGISTRATION OFFICE WITH ANY QUESTIONS (608)829-9031. PLEASE COMPLETE THE “HOUSEHOLD MEMBERS, STUDENT INFORMATION AND SIGNATURE” SECTIONS BELOW.

- o I AM SUBMITTING AN ALTERNATE SCHOOL REQUEST SO THAT MY CHILD(REN) MAY HAVE THE OPPORTUNITY TO CONTINUE AT THEIR CURRENT SCHOOL

****DECISIONS REGARDING ALTERNATE SCHOOL REQUESTS ARE REVIEWED AND BASED ON SPACE AVAILABLE IN THE BUILDING AS WELL AS YOUR STUDENT’S CURRENT ATTENDANCE****

HOUSEHOLD ADULT MEMBERS

PRIMARY GUARDIAN (LAST NAME, FIRST NAME):	RELATIONSHIP:
SECONDARY GUARDIAN (LAST NAME, FIRST NAME):	RELATIONSHIP:

STUDENT INFORMATION

STUDENT NAME (LAST NAME, FIRST NAME):	GRADE:
STUDENT NAME (LAST NAME, FIRST NAME):	GRADE:
STUDENT NAME (LAST NAME, FIRST NAME):	GRADE:
STUDENT NAME (LAST NAME, FIRST NAME):	GRADE:

PARENT / LEGAL GUARDIAN SIGNATURE

PARENT/LEGAL GUARDIAN SIGNATURE: ➤	DATE SIGNED:
---------------------------------------	--------------

OFFICE USE ONLY:

--	--