

MIDDLETOWN HIGH SCHOOL

CHANGE OF ADDRESS DOCUMENTATION

Student's Full Name: _____ Grade: _____

New Physical Address: (number, street, zip) _____

Mailing Address if different than Physical Address (IE: P.O. Box #) _____

New Phone: (if applicable) _____

Bus Needed: Yes No (Details if needed) _____

Dwelling type (check one):

☐ Apartment/Condo ☐ Townhouse/Duplex ☐ Single-Family detached or mobile home

Before the new address can be entered into the FCPS Student System and the student is granted permission to use FCPS transportation, parent/guardian must provide one of the following types of proof of residency:

- Complete lease/rental agreement with address, names, and signatures of both landlord and renter
- Utility bill (water, sewer, gas, or electric)
- Property Tax Bill
- If just moved and none of the above are available. The following options are a temporary proof of residency and a bill will need to be submitted within 30 days.
 - Welcome to Potomac Edison Letter
 - Settlement Papers, with signatures

All of the above must be current within 30 days and in the name of a biological parent/legal guardian. Otherwise, the above will need to be submitted with the Multi-Family Disclosure Form.

I understand that if the new address is not in the Middletown attendance district, my child will no longer be eligible to attend Middletown High School except under circumstances approved by the Director of Pupil Personnel.

Parent/Legal Guardian Signature

Date

Please print parent/Legal Guardian Signature

Please return this form along with your proof of residency to Ms. Dillard, Registrar, in the counseling office. Contact 240-236-7401 or niki.dillard@fcps.org if you have questions.