



# CHANGE OF INFORMATION



To change the address in your student's academic record, the following MUST be provided showing the new address:

### REQUIRED RESIDENCY DOCUMENTATION

- 1. 1 copy of your current mortgage (stub/statement), deed, or rental contract/lease agreement
- AND
- 2. A copy of a recent (within 60 days) utility bill (gas, electric, or cable), bank statement, paystub, car insurance or government issued document/check (i.e. Social Security, Child support etc.)

\*\*\* OR \*\*\*

- A notarized Tenant Residency Verification (TRV) form (for shared housing where the parent does not appear on the deed or lease). The TRV requires:
    - a. The landlord to provide documents from above items 1 & 2.
- AND
- b. The parent to provide a document from item 2.

<b>DATE:</b>	
<b>STUDENTS FULL NAME:</b>	
<b>BIRTHDATE:</b>	
<b>NEW STREET ADDRESS:</b>	
<b>CITY, ZIP:</b>	
<b>NEW PRIMARY PHONE #, CELL OR EMAIL:</b>	
<b>PARENT NAME &amp; SIGNATURE:</b>	
<b>PARENT INITIALS AGREEING TO STATEMENT:</b>	<p><i>THE DOCUMENTS LISTED ABOVE <u>MUST</u> BE SUBMITTED ALONG WITH THIS COMPLETED FORM TO CHANGE YOUR STUDENT'S ADDRESS IN OUR SYSTEM:</i></p> <p>_____</p>

### QUESTIONS CONTACT:

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