



BROADNECK
High School
1265 Green Holly Drive Annapolis MD 21409

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CHANGE OF ADDRESS/EMAIL/PHONE NUMBER

Phone Number/Email Changes

Telephone number updates can be made simply by sending the new information in via email.

Please contact [Ms. Bethany Mann Email: bmann@aacps.org](mailto:bmann@aacps.org)

Address Changes

All address changes **must** be substantiated with supporting documentation before a student's record is updated. **Two forms of documentation, both primary and secondary are required** as proof of residency. Please see acceptable documentation outlined below

Primary Proof of Residency

- A mortgage document issued within 60 calendar days
- Deed
- Valid Rental Agreement (Lease)
- Military Housing Lease.

Secondary Proof of Residency

- Utility bill/cable bill or work order issued by the utility or cable company (issued within 60 calendar days)
- Bank statement. (issued within 60 calendar days)
- W-2 Form or Form 1099 issued the previous year.
- Pay stub. (issued within 60 calendar days)
- Valid Commercial Driver's License.
- An official government issued document, including:
- Social Security check, check stub, or remittance advice.

*All documentation must be current, identify the student's parent/guardian and new address.

CHANGE OF ADDRESS FORM

| | | | |
|---------------------------------|--|---------------------------|--|
| Student Name: | | Student Birthdate: | |
| Information Provided By: | | Signature: | |
| New Address: | | | |
| | | | |
| | | Effective Date: | |

[SUBMIT THIS FORM & SUPPORTING DOCUMENTATION TO BMANN@AACPS.ORG](mailto:bmann@aacps.org)

FOR SCHOOL USE ONLY

| | | | |
|--|--|--|--|
| Primary Proof of Residency Verified | | Secondary Proof of Residency Verified | |
| Address Change Completed By: | | Date: | |