

# CHANGE OF INFORMATION FORM



**Please Note: ONLY the enrolling Parent(s)/Guardian(s) may make changes to official student information.**

## PLEASE PRINT

Today's Date:	Date Processed (IICHS Use ONLY):
Student's Full Name:	
Current Grade:	

## INFORMATION TO BE UPDATED (Address Change Requires Proof of Residency, SEE BELOW)

Street Address:	Apt. #:
City:	State: Zip:
Home Phone #:	Cell #:
E-Mail Address:	

## VERIFICATION

Parent/Guardian Name (Please Print):	Parent/Guardian Signature:
Date:	

### Change of Address:

**ALL** Change of Information Forms require a parent/guardian signature. In order for our staff to process a **Change of Address** you must bring the following to the Main Office, 6201 N 21st Street, Philadelphia, PA 19138:

1. Change of Information Form **with Parent/Guardian signature**
2. **Proof of Residency, you must provide two (2) items** from the list below:
  - Current lease, mortgage statement, or property tax statement/bill in parent/guardian's name
  - Current utility bill in parent/guardian's name (phone, gas, electric, water, etc.)
  - State Issued Photo Identification for the parent/guardian (**must be presented in person**)