



FERNDALE PUBLIC SCHOOLS

Enrollment & Pupil Services Office

Harding Administration Center

2920 Burdette, Ferndale, MI 48220 • 248/586-8686 • Fax 248/586-8698

NOTIFICATION OF CHANGE OF ADDRESS

Four (4) proofs of residency must be submitted when changing an address as indicated in the Ferndale Public Schools Board Policy #5111. Failure to do so may jeopardize a student's enrollment in Ferndale Schools. Residency is defined as a student who has one or both parents, or legal guardians who own or rent within the Ferndale Schools district. In-District Residency is defined as the City of Pleasant Ridge, and portions of the Cities of Ferndale, Oak Park, and the Charter Township of Royal Oak.

Standard Proof of Legal Residency must include the following:

- Driver's License/State ID** with updated address information. **AND**

One of the Following:

- Home Owner:** Closing Statement, Purchase Agreement, Mortgage Payment Book, Current Property Tax Bill
- Apartment/House Renter:** Current Signed Lease – Verifiable with landlord or leasing company. **AND**

Two of the Following:

- Current Bills for the residence covering a service period ending within 30 days of the change of address date, showing parent/guardian name and address within the Ferndale District:*
 - Gas or Electric Bill
 - Cable Bill
 - Satellite TV Bill
 - City Water/Sewage Bill
 - Credit Card Bill
 - Pay Stub with Address
 - Official Government Business Mail

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Child's Name: _____ School: _____ Grade: _____

Previous Address

Street & Number: _____

City: _____ Zip: _____

New Address

Street & Number: _____

City: _____ Zip: _____

Day time phone: _____ Evening phone: _____

Cell Phone: _____ Email Address: _____

Parent/Guardian Signature

Date

Employee
initials