



# OLENTANGY | LOCAL SCHOOLS

Our mission is to facilitate maximum learning for every student

## Olentangy Local Schools Change of Address Form

Effective Date (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

Students Name(s):	Current Building	Grade	New Building	Intra District Transfer	Transportation: Please check one			
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:
					*None:	AM:	PM:	Both:

\*For efficiency purposes in routing, please indicate your transportation needs at this time. If you require a change in the future please contact the Transportation office for further instructions.

### NEW ADDRESS INFORMATION:

\_\_\_\_\_  
New Street Address

\_\_\_\_\_  
New City/Zip

\_\_\_\_\_  
New Phone Number

\_\_\_\_\_  
New Subdivision (if applicable)

### FORMER ADDRESS INFORMATION:

\_\_\_\_\_  
Former Street Address

\_\_\_\_\_  
Old City/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Subdivision (if applicable)

### PLEASE FAX/BRING THE FOLLOWING TO THE NEW STUDENT WELCOME CENTER (NSWC): PARENT SIGNATURE REQUIRED BELOW:

1. Completed Change of Address Form – 1 per family

Parent Name \_\_\_\_\_

2. Proof of Residency in One of These Forms:

**Signature** \_\_\_\_\_

Mortgage Statement - Settlement Statement

Lease or Rental Agreement - Property Tax Bill

Contact Phone \_\_\_\_\_

**Please be advised new busing information takes a minimum of 48 hours upon Transportation receiving the request.  
Check with the office at your child's school for new bus information.**

New Student Welcome Center  
814 Shanahan Rd  
Lewis Center, OH 43035  
P (740) 657-4030  
F (740) 657-4034

Received

90 Day Waiver: ON:  OFF: