

Address Change Request

Submit this form to the District 742 Welcome Center at 1201 2nd St. S, Waite Park, MN 56387 or welcomecenter@isd742.org

STUDENT INFORMATION	ID:	
Student Name:		
Last	First	Middle
Date of Birth: _____	Current Grade: _____	Current School: _____

***If your child's daycare or pick-up/drop-off location has changed, please complete the Transportation Request form on the next page. You do not need to complete the Address Change.**

ADDRESS CHANGE Please submit proof of new address with this form (ie Rental/Lease/Mortgage Contract or Utility

New Address: _____	Apt: _____
City: _____	State: _____ Zip: _____
Attendance Area: <input type="checkbox"/> Remains the same	
<input type="checkbox"/> Changes to: _____	
Student will: <input type="checkbox"/> Transfer to new attendance area school	
<input type="checkbox"/> Submit In-District Transfer Request to remain at current school*	
<i>If you have moved and require new or continuing transportation to/from school, complete a Transportation Request Form</i>	
<i>*Please note: Families approved for an In-District Transfer are responsible for transportation to and from school</i>	

***If your child will need transportation, please complete the Transportation Request form on the next page.**

---OFFICE USE ONLY---		
*Parent/Guardian ID verified (if applicable)	_____ Date	_____ Initials
Change made by:	_____ Date	_____ Initials
School notified:	_____ E-mail	_____ Sent to school
School 2 notified (if applicable)	_____ E-mail	_____ Sent to school
Transportation Notified (if applicable)	_____ E-mail	_____ District Mail

Transportation Request or Change Form

Complete this form when... (check one)

- Student is new to District 742
- Student's school or address has changed
- Student's daycare, or pick-up/drop-off location has changed

PLEASE NOTE: Busing is provided within attendance area only.

- Transportation will be provided for students who attend a daycare located within the attendance area of their school.
- Students are required to get on/off the bus at their assigned stop. Parents are responsible for temporary arrangements.

School attending:

<input type="checkbox"/> Apollo	<input type="checkbox"/> Clearview	<input type="checkbox"/> Discovery	<input type="checkbox"/> Kennedy	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Madison	<input type="checkbox"/> North	<input type="checkbox"/> Oak Hill	<input type="checkbox"/> South	<input type="checkbox"/> Talahi
<input type="checkbox"/> Tech	<input type="checkbox"/> Westwood	<input type="checkbox"/> Other: _____		

Is student in language immersion? No Yes *If yes, please identify* Spanish Chinese

Student Name: _____

Current Grade: _____ **Date of Birth:** _____ **Student ID:** _____

Parent/Guardian: _____

Street Address: _____ **Apt. #** _____

City: _____ **Zip Code:** _____ **Email:** _____

Home/Cell Phone: _____ **Work Phone:** _____

Requested Effective Date: _____ **NOTE: Please allow 3 days for transportation change process.**

Transportation TO school from: *(please select one – ONLY ONE permitted)*

Home Daycare/Other* Parent will transport

Transportation FROM school to: *(please select one – ONLY ONE permitted)*

Home Daycare/Other* Parent will transport or child attends KidStop at school

*** Daycare or location other than home: (MUST be within school attendance area)**

Name: _____ **Phone:** _____

Address: _____

City: _____ **Zip Code:** _____

Parent/Guardian Signature: _____ **Date:** _____

Mail: Welcome Center
1201 S. Second St.
Waite Park, MN 56387

EMAIL welcomecenter@isd742.org

Please submit completed requests as early as possible.

For additional questions and concerns,
please contact The Welcome Center.
320-370-8116