

CHANGE OF ADDRESS INFORMATION

Parent/guardian is required to update address records.

To complete this procedure, you must provide proof of residency with any one of the following documents:

- Copy of Deed, Rental/Lease Agreement
- Settlement Statement
- Land Contract or Purchase Contract.

Please email aandrews@kingslocal.net your child/ren's name(s), new address and copy of parent's id and one of the above documents.

If you are currently living with an individual that is a resident of the Kings Local School District, he/she must complete an [Affidavit II](#) provide proof of residency and a copy of their id. Please email this information to aandrews@kingslocal.net

Once this information is received, it will be forwarded to the Transportation to update bus information.

Please make sure you update Final Forms. Transportation cannot begin until Final Forms are updated.