



CHANGE OF ADDRESS

Parent/guardian is required to call the Central Registration Office to make an appointment to update address records.

You will be required to complete a change of address form, show proof of address, sign an affidavit to affirm your residency status, and complete a new transportation form.

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.

If you are currently living with an individual that is a resident of the Kings Local School District, he/she must accompany you to your appointment and provide proof of residency.

To make an appointment, call the Central Registrar, Amy Andrews, at (513) 459-2932.