

# TOWSON HIGH SCHOOL

Change of Address Request



Please complete a separate form for each student enrolled at THS

Student's Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Previous Information	NEW Information
Street Address:	
Apartment #: Apt. # _____	Apt. # _____
City, State, Zip:	
Home Phone: OLD ( ) ( ) ( )	NEW ( ) ( ) ( )

Student resides with: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mother's Phone: Home: ( ) ( ) ( ) Work: ( ) ( ) ( ) Cell: ( ) ( ) ( )

Father's Phone: Home: ( ) ( ) ( ) Work: ( ) ( ) ( ) Cell: ( ) ( ) ( )

Mother's e-mail: \_\_\_\_\_

Father's e-mail: \_\_\_\_\_

New Bus Stop: \_\_\_\_\_

*\*Please bring the following original documents to Ms. Williams in the Towson High Guidance Office between 8:00 A.M. and 3:00 P.M. with this completed form. No appointment is necessary.*

1. If you **own your home** : You will need to provide your original deed, mortgage payment book, or your current real estate tax bill **OR**
  2. If you are **renting from a private individual** who owns the home: You will need a current, notarized lease between the owner and the parent/guardian and a copy of the owner's deed, mortgage payment book, or current tax bill to prove that the owner does own this residence **OR**
  3. If you are **renting at an apartment complex** : You will need to provide the original current lease between the student's parent/guardian and the apartment complex.
- ⇨ **AND** ⇩
4. Three current (within the last two months) pieces of **business class mail** from three different businesses showing your new address. Utility bills including BGE, Comcast, and home phone are preferred.  
**You will also need to provide current photo ID.** Please see BCPS Rule 5150 for other acceptable proofs.

Do not write below this line. For office use only:

Appropriate office staff must initial.

\_\_\_\_\_ **Joslyn Travis** , Assistant Principal

\_\_\_\_\_ **Mary Williams** for address change in mainframe and student record update, e-mail update to nurse and front office secretary for emergency cards update.

