

# Towson High School

## Change of Address Form

Please complete a separate form for each student you have enrolled at THS

**Student's Full Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

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

	Previous Information	NEW Information
<b>Street Address:</b>	_____	_____
<b>City, State, Zip</b>	_____	_____
<b>Home Phone Number</b> OLD ( )	( )	NEW ( )

**Student resides with:** Name: \_\_\_\_\_  
**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.**

- If you **own your home**: You will need to provide your original deed, mortgage payment book, or your current real estate tax bill **OR**
  - 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 indeed own this residence **OR**
  - If you are **renting at an apartment complex**: You will need to provide the original current lease between the parent/guardian and the apartment complex
- AND**
- Copies of **three** current (within the last two months) pieces of **business class mail** from three different businesses which shows the new address. Utility bills including BGE, Comcast, home phone, etc. are preferred. Please see BCPS Rule 5150 for other acceptable proofs.

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

Appropriate office staff must initial.

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