



Atlanta Classical Academy

Change of Address/Change of Contact Information

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian must complete a change of address form and a new residency affidavit accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Registrar's Office.

EFFECTIVE DATE: _____
 STUDENT NAME: _____
 ADDRESS MOVING FROM: _____
 ADDRESS MOVING TO: _____

Is the change of address due to temporary loss of housing? NO YES

Current Contact Information:

Mother's Home Phone: _____ Father's Home Phone: _____
 Mother's Cell Phone: _____ Father's Cell Phone: _____
 Mother's Work Phone: _____ Father's Work Phone: _____
 Mother's Email: _____ Father's Email: _____

List Siblings Currently Attending Atlanta Classical Academy:

Student Name	Grade

Attach the following items for address change: (1) new lease, mortgage statement, closing statement and (2) new Georgia Power Bill or Georgia Power Letter of Residency.

Each student must attend school where he or she is zoned. Students who move may attend the school they move from for a limited time. If a student or his/her family moves during the school year to a different attendance zone, that student will be allowed to attend school in his or her current school until the end of the semester in which the move occurred provided that:

1. The student moved after the semester started;
2. The parent/legal guardian completes and submits a change of address form within fourteen (14) days of the establishment of the new residence;
3. Student meets attendance and behavior criteria; and
4. The school is not exceeding capacity.

I verify this information is true and correct.

Parent/Legal Guardian Name (please print) _____
 Parent/Legal Guardian Signature _____
 Date _____

Office Use Only

New address within current school zone: Yes No New zone school: _____
 Withdrawal: Immediate End of Semester: _____