

## HIGHTOWER ELEMENTARY SCHOOL

### CHANGE OF ADDRESS FORM

#### ATTENTION PARENTS

In order to change your address with the school/district in Skyward, we need you to provide updated proof of residence (POR) matching your new address. We will accept:

1. a copy of a current utility bill (water, gas, electric) showing your name and address (telephone bills are not accepted)
2. the top portion of your Mortgage Settlement Statement
3. a completed lease agreement listing all occupants (must be a fully signed/executed agreement)

Only one of the above is required.

_____ Student's Name	_____ ID number	_____ Grade	
_____ NEW address	_____ City	_____ State	_____ Zip
_____ Telephone Number	_____ Parent's Signature		

**Please fill out this form along with copies/scans/photos of your proof of residence, driver's license and this completed form.** You may also send it with your child to the front office at Hightower or email it to our campus Registrar/Data Clerk, [Rhonda.LillyKinsey@pisd.edu](mailto:Rhonda.LillyKinsey@pisd.edu). We will input the new information as soon as we receive this form and proper documentation.

Thank you for your cooperation.

\*\*\* IF YOU HAVE OR YOU ARE PLANNING TO MOVE OVER THE SUMMER \*\*\*

We recommend that you send an email with the required documentation as our summer hours vary. Once your address change request has been made, we will send a confirmation (if you submitted your request via email).