

# PLANO SENIOR HIGH SCHOOL

## CHANGE OF ADDRESS FORM

### ATTENTION PARENTS AND STUDENTS

In order to change your address and telephone number, we need you to provide a proof of residence. 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

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 the above information and attach the proof of residence. You may send it with your child to the Registrar's office at PSHS or FAX it to 469-752-9423.

We will input the new information as soon as we receive this form and proper documentation.

Thank you for your cooperation.

\*\*\* **IF YOU HAVE MOVED OVER THE SUMMER** \*\*\*

Please bring this completed form and the required proof of residency with you to Schedule Pick-up in order to receive your schedule.

**OR**

You may fax the form and proof of residence or bring it to the Registrar's Office at your convenience. We are open all summer. Please check the website for summer hours.