

**BURLINGTON COMMUNITY SCHOOL DISTRICT  
ADDRESS CHANGE CHECKLIST**

This is a checklist to be completed by the building when reporting to Administration Building that a student has an address change.

Change of address date: \_\_\_\_\_

Parent(s)/Guardian(s) that are moving: \_\_\_\_\_

New address: \_\_\_\_\_

Please circle:    primary household                      or                      secondary household

Students in household that are moving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continuing at current school:                      \_\_\_\_\_yes                      \_\_\_\_\_no

Or

Transferring to new home school:                      \_\_\_\_\_yes                      \_\_\_\_\_no

If yes, date of enrollment change: \_\_\_\_\_

**Building Reassignment/Voluntary Transfer Form is REQUIRED if  
student will not be attending their home school.**



ALL address changes need to be sent to transportation.

If changing elementary buildings make sure Teresa Shaffer is notified if student is in Special Education.