



# Did You Move?

It is important that Bear Creek Community Charter School knows where each student physically resides. This information is required under Pennsylvania Law and we must share this information with your local school district of residence.

**Whenever a student's residence changes, parents/guardians must take the following steps:**

- ☑ Notify Bear Creek Community Charter School by completing and returning a Student Change of Address Notification Form to the school office as soon as possible.
- ☑ Provide Bear Creek Community Charter School with Proof of Residency (two) for your new address. This must include a valid driver's license/photo ID card and a utility statement, lease, deed, mortgage statement, property tax bill, homeowner's insurance card, voter registration card, etc.
- ☑ Submit a new Transportation Form to the Main Office, to coordinate transportation to and from school based on your new address. Forms and contact information are available on the School's web site at [www.bearcreekschool.com](http://www.bearcreekschool.com)

## ***Questions?***

Call the Main Office at  
(570) 820-4070, extension "0".

Thank you!





## STUDENT CHANGE OF ADDRESS NOTIFICATION FORM

### **Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Old Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Old School District of Residence: \_\_\_\_\_

### **Student's New Residence Information** Effective Date *(date beginning new place of residence)*: \_\_\_\_\_

New Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

New School District of Residence: \_\_\_\_\_

### **Proof of Residence**

Attach a copy of a current and valid driver's license with photograph or a current and valid Department of Transportation photo identification card **AND** one (1) of the following original documents:

- |   |  |
|---|--|
| <input type="checkbox"/> Utility bill (electricity, public water, public sewer, natural gas, cable television, or land-line telephone), dated within the last 45 days | <input type="checkbox"/> Homeowner's insurance policy for primary residence for the current policy period  |
| <input type="checkbox"/> Current deed to primary residence  | <input type="checkbox"/> A state or federal program enrollment with address, including Temporary Assistance to Needy Families, Children's Health Insurance Program, etc. |
| <input type="checkbox"/> Current lease of primary residence   | <input type="checkbox"/> Voter registration card   |
| <input type="checkbox"/> Property tax bill for the primary residence for the most current tax cycle   |  |
| <input type="checkbox"/> Most recent real estate mortgage statement for primary residence   |  |

### **Acknowledgment**

**My signature on this form indicates the information regarding my child's place of residence contained on this form is true and correct.**

Parent/Guardian Name (Please Print) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY  
(Initial when complete)

Date of Receipt \_\_\_\_\_

Effective Date \_\_\_\_\_

Verified School District \_\_\_\_\_

Verified Residency (x2) \_\_\_\_\_

4 Digit School Code \_\_\_\_\_

Entered in PowerSchool \_\_\_\_\_

Entered in Nutrikids \_\_\_\_\_

New Bus Number Entered \_\_\_\_\_