



## SOUTH GWINNETT HIGH SCHOOL

### Change of Address or Telephone Number

(Please note, **Telephone Numbers** can also be changed online via the GCPS Parent Portal)

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

New Telephone Number: \_\_\_\_\_

Please check if this is       Cell       Home       Work

To change your **ADDRESS**, you must submit Proof of Residency that the student lives in the Gwinnett County Attendance Zone.

**Present ONE of the following:  
(MUST contain Home Address)**

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current pay check stub
- Current residential property tax statement or bill
- Current warranty or quitclaim deed
- Current home purchase agreement
- Current homeowner's insurance policy

**And ONE of the following Utility  
bills:**

- Current gas bill
- Current water bill
- Current electric bill

**About Proof of Residency:**

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_