

REQUESTING A STUDENT ADDRESS CHANGE GIVEN SOCIAL DISTANCING REQUIREMENTS

DURING THE CLOSURE OF SCHOOLS DUE TO THE COVID-19 EMERGENCY,
THE FOLLOWING PROCEDURES ARE IN EFFECT UNTIL FURTHER NOTICE.

Step 1

The parent or legal guardian may **email** studentrecords@hbgdsd.us to request a change of address.

OR

Step 1

The parent or legal guardian may **write a letter** to **Pupil Services, Harrisburg School District, 1601 State Street, Harrisburg, PA 17103** to request a change of address.

Step 2

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE EMAIL OR LETTER

- ⇒ Full Name of the Student(s)
- ⇒ Date of Birth of Each Student
- ⇒ Current School and Grade Level of Each Student
- ⇒ Reason for the Address Change
- ⇒ Address BEFORE the Change: Apartment, Street, City, State, Zip Code
- ⇒ NEW Address: Apartment, Street, City, State, Zip Code
- ⇒ Current Phone Number(s): Home, Cell, Work

Step 3

A picture or photocopy of the following documentation must be included in the email or letter and may be sent via email attachment or as a hard copy in a letter.

Please make sure the picture is the *entire* page of the document and is not cut off.

PROOF OF RESIDENCY

Proof of residency in the Harrisburg City School District is needed to complete a student registration or change of address or change of residency status.

All proof of residency addresses must match one another, and must be the address for where the child and/or parent are living.

At least one proof of residency is required from each of the following categories:

Category A: A signed lease (pages to include are the ones listing the tenant, the address, the occupants, and the signatures of the landlord and the tenant); or a deed; or a property tax bill; or a mortgage bill.

AND

Category B: One of these current utility bills—gas, heat, electric, water, sewage, landline telephone, cell phone bill, cable TV bill; or a driver's license; or a DOT Identification card; or a vehicle registration; or a current credit card bill.

Step 4

PARENT'S OR LEGAL GUARDIAN'S PICTURE ID

IN ADDITION: A picture or photocopy of the PARENT'S OR LEGAL GUARDIAN'S PICTURE ID must be included in the email or letter and may be sent via email attachment or as a hard copy in a letter.



Step 5

IMPORTANT NOTICE

If a parent or legal guardian or student is *doubling up with a resident, or have been *displaced or experiencing *homelessness, or are having *difficulty providing the required documentation, they may include that information in their email or letter and Pupil Services Staff will contact the family to assist.



Step 6

SEND THE ADDRESS CHANGE REQUEST WITH DOCUMENTS TO...

⇒ EMAIL... studentrecords@hbgasd.us

OR

⇒ REGULAR MAIL...

**Pupil Services,
Harrisburg School District,
1601 State Street,
Harrisburg, PA 17103**

PLEASE INCLUDE A DAYTIME PHONE NUMBER IN THE EMAIL OR LETTER FOR PUPIL SERVICES STAFF TO CONTACT THE FAMILY IF ADDITIONAL INFORMATION IS NEEDED.



Step 7

CHANGE COMPLETED NOTIFICATION

Pupil Services Staff will notify the parent or guardian that the change of address has been completed and will confirm the school and grade level.