



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.
- ☑ Provide Bear Creek Community Charter School with Proof of Residency (two) for your new address. This can include a valid driver's license/photo ID card, utility statement, lease, deed, mortgage statement, property tax bill, homeowner's insurance card, voter registration card, etc.
- ☑ Submit a new Transportation Form to your local school district of residence, 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

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 _____