

Ashtabula Area City Schools  
**Student Information Change Form**

Today's Date \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

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

Last

First

Middle Initial

School \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Check All That Apply:

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

- Proof of residency must be included:** Type \_\_\_\_\_
- Acceptable documents include: Mortgage or lease agreement, recent utility bill, payroll document or recent tax statement.
- If you are temporarily 'living with' another family who rents or leases, a statement from the landlord on their letterhead is required stating that your occupancy at the above address is acceptable. It must be signed and dated with a contact number included.

**Change of Phone Number(s)**

Home or Main # \_\_\_\_\_

Cell or Secondary # \_\_\_\_\_

**Change of Emergency Contact(s)**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone # \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone # \_\_\_\_\_

**Change of Custody** (All custody papers must be included for child's permanent file)

Sometimes there are extenuating circumstances where a child is living with someone other than the legal guardian. Here are some examples:

- If the Dept. of Children and Family Services has custody the social worker or foster parent should have journal entries or emergency custody papers that verify the custody arrangements.
- If children are living with grandparents, the grandparents may obtain a **Grandparent Caregiver Affidavit** or a **Grandparent Power of Attorney**. These documents must be filed with Juvenile Court to secure temporary custody.
- If a parent/legal guardian is hospitalized, incarcerated, or in rehabilitation, the Children Services Board may be able to help (440.998.1811).

I hereby acknowledge that the above information is true and correct as of the effective date noted above. Any further changes will be communicated immediately to the school.

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

\_\_\_\_\_  
Date

**Office Use Only**

- EMIS/DASL     locator card     emergency medical form     copy of change form to teacher  
 Transportation form completed, if necessary. All DASL changes will take effect automatically within 3 working days. Check elink to see if changes have been made.