



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: _____