



HASTINGS PUBLIC SCHOOLS – PRIMARY/SECONDARY HOUSEHOLD ADDRESS CHANGES

Please complete one form for each student and return to the school where student attends.

All phone number/email changes should be updated through the parent portal or by contacting your child's school.

The primary household section should be completed for household changes to student's primary household.

The secondary household section should be completed for household changes to student's secondary household.
If a student resides equally between two addresses, it is up to the parent/guardian to designate the student's primary household.

Please provide Student's LEGAL Name (last, first, middle) and Date of Birth:

_____ DOB: _____

PRIMARY Household Changes for Student

Is this a change in Head of House? Yes No

Will all family members be making this change? Yes No

Head of House _____ Relationship _____
(last name, first name, middle name)

Head of House _____ Relationship _____
(last name, first name, middle name)

Previous Address _____

New Address _____

(Note: if requesting a P.O. Box, also indicate your physical address so we can process this change in our system.)

Phone _____ Email _____

Signature _____ Date _____

SECONDARY Household Changes for Student

Head of House (last name, first name, middle name) _____

Relationship to Student _____ DOB _____

Head of House (last name, first name, middle name) _____

Relationship to Student _____ DOB _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

OFFICE USE ONLY: Student ID _____ School _____ Grade: _____