

PLANNING A MOVE?

If you are planning to move, even if the move is within the Hilliard City School District, it is extremely important that you notify the school district of your new address and date of move as soon as it is definite. We will accept as proof of residency a rental agreement or lease, showing your name and the names of all others occupying the premises or a current mortgage statement, including two pieces of mail. Any documentation showing a change in circumstances must be provided to:

Records Compliance Officer
5323 Cemetery Rd., Annex
Office Hours:
8:00 a.m. – 12:30 p.m. & 2:00 p.m. – 4:00 p.m.

Changes in home phone numbers may be submitted in a note signed by a parent to the school Guidance Office.

Also, as a reminder, if a child is not residing with both natural parents because of divorce or legal separation, custody papers are required by law to be in a student's file. If there is a change in custody or residency, we must have copies of these on file before the information can be added into our records.

After all information has been provided to the Records Compliance Officer and cleared, the appropriate schools and transportation will be notified of the changes by that office.

In the past, information has been incorrectly changed because of unverified phone calls and hearsay information. Because of the large volume of information we must deal with, it has become necessary to enforce these procedures. We would appreciate your understanding and compliance.

If you have any questions regarding this matter, please contact the Records Compliance Officer, Mrs. Liddy Burt, at 921-7096.