



Change of Address/ Phone Number



It is important that your child's contact information be current.

Phone Number Changes

Telephone number updates can be made simply by calling the school or by sending the new information in writing, either with your child or via email. Please contact Mrs. Jaclyn Besche (Registrar).

Email: jbesche@aacps.org

Fax: (410)315-9973

Address Changes

All address changes **must** be substantiated with supporting documentation **before** a student's record is updated. **Two** forms of documentation are required as proof of residency.

The primary proof must be a copy of one of the following:

- a lease
- deed
- mortgage statement

The secondary proof must be a copy of one of the following:

- current bill, such as a BGE bill, water, bill or cable bill
- current pay stub
- W-2 form
- Social Security Check

*All documentation must be current and depict the new address.

We cannot use P.O. Box numbers.

Please also provide the Change of Address Form (attached).

It is also strongly recommended that you complete an updated Emergency Notification Form for your child if you move during the school year. Please note that changes/ updates on an emergency form **do not** constitute changes to your address on your child's school record. Any changes to your address **must** be substantiated with the supporting documentation, as listed above. **Please send it in as soon as possible.**

If you have any questions or concerns, please contact our Registrar, Mrs. Besche- 410-544-7591.

Thank you!

PLEASE COMPLETE AND TURN IN BACKSIDE PAGE WITH YOUR DOCUMENTS



Severna Park High School
60 Robinson Road
Severna Park, MD 21146



Change of Address Form

EFFECTIVE DATE: _____

INFORMATION PROVIDED BY:

STUDENT: _____

GRADE: _____

NEW ADDRESS:

NEW PHONE NUMBER: _____

Please return this form to the Counseling Center and give to Mrs. Besche, Registrar. You MUST provide two proofs of residency verification (copy of lease, mortgage statement and current bill) as soon as possible. Once this form is received with the appropriate documents, we will change the address.

Thank you!