

# Student Resident District Change of Address Information

SCHOOL NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S  
NAME \_\_\_\_\_

GRADE \_\_\_\_\_ CIF# \_\_\_\_\_

EFFECTIVE DATE OF CHANGE \_\_\_\_\_

## NEW ADDRESS INFORMATION:

PARENT OR GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

## SEND TO:

BONNIE FIRNSTAHL  
STUDENT PLACEMENT CENTER  
651-632-3728  
651-632-3757 (FAX)

## Use this form whenever:

- Student moves out of district but continues to attend Saint Paul Public Schools.
- Student who lives out of the district and attends Saint Paul Public Schools moves back into the district.

## Alternate Method of Reporting Open Enrollment:

School staff can give parents the Open Enrollment form or direct parents to get it on-line.

1. Go to: <http://www.studentdata.spps.org>
2. Select Open Enrollment (left side of screen).
3. Click on oeform.pdf (found in the middle of the screen).
4. Either print the form or download it to your computer for future use.