

Office of Pupil Services
3201 Roosevelt
Hamtramck, Michigan 48212
(313) 892-2036

Dear Parent/Guardian:

Important information is often mailed home regarding your child(ren), and we are concerned that you may not be receiving this information. A question has been raised regarding the residency of your child. Recent information or returned, undeliverable letters reveal this student may no longer be living at the address listed in their school records.

It is *extremely* important that you verify or update your address **as soon as possible**. A Parent or Legal Guardian may bring in proof of address to the school office or to the Residency Office at 3201 Roosevelt. The information you provide will be copied and returned to you.

If there are any questions or concerns regarding this matter, please contact (313) 892-2036.

Thank you,
Department of Pupil Services
Hamtramck Public Schools

Please complete the information below:

STUDENT(S) NAME:

LAST: _____ FIRST: _____ GRADE: _____ DATE OF BIRTH: _____
LAST: _____ FIRST: _____ GRADE: _____ DATE OF BIRTH: _____
LAST: _____ FIRST: _____ GRADE: _____ DATE OF BIRTH: _____
LAST: _____ FIRST: _____ GRADE: _____ DATE OF BIRTH: _____

NEW ADDRESS: _____ CITY: _____ ZIP CODE: _____

OLD ADDRESS: _____ CITY: _____ ZIP CODE: _____

PARENT/LEGAL GUARDIAN NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

PROOFS OF RESIDENCY

<input type="checkbox"/> CURRENT GAS/ELECTRIC/WATER /PHONE/CABLE/INTERNET BILL	<input type="checkbox"/> PROPERTY TAX STATEMENT
<input type="checkbox"/> CURRENT PAYSTUB OR PAYCHECK INDICATING HOME ADDRESS	<input type="checkbox"/> OFFICIAL LETTER FROM SOCIAL SERVICES/SOCIAL SECURITY/IMMIGRATION VERIFYING HOME ADDRESS

*** Proof of residency should include your name, address, and the current date within 30-days.**

Secretaries should copy and attach a copy of the bill and photo id of the parent/legal guardian submitting the form and then send the completed information via inter-office mail to Pupil Services.

if the form is incomplete or items are missing it will not be processed.