ADDRESS CHANGES

Address changes can ONLY be made when you provide the school with a copy of any one of the following items (School personnel are not allowed to make address changes without proper documentation):

* MUD Bill
* OPPD Bill
* Lease Agreement
* Superintendent's Letter

It is imperative that you inform the school of any changes to your address since there are various mailings from the school and school district throughout the year to your home. Information that affects or will affect your child's educational choices are usually sent via mail. Any delay could cause you or your child to miss a deadline, school event or school placement.

Addresses that fall outside the school's attendance area will not be updated until a Plan/Exception Request or SNT is filled out and sent for approval. All placements outside of the home attendance area of school are based on space availability. It is expected that you will provide transportation for your child when you choose to place your child in a school outside their attendance area. Questions regarding the Plan/Exception Request should be directed to the Student Placement Office at the Teacher Administrative Center (TAC) at 557-2710 or you may also contact Malory Nelson at 557-2786.

Contact Changes

Phone number changes can be made by calling the school or sending a note. If you want to add or delete any contact information please notify us in writing or stop by the school. Students will not be allowed to speak, visit or leave with someone who is not listed as a contact.

Emergencies do sometimes occur and it is of the utmost importance that we have current contact and emergency information on file for your child. Student information is required to be updated every new school year. Please help to keep your child's information updated throughout the school year.