



**EAST STROUDSBURG AREA SCHOOL DISTRICT**  
**CHANGE OF ADDRESS / INTRA-DISTRICT TRANSFER**  
**FORM**

**STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

\_\_\_\_\_  
 (New Physical Address) (City) (State) (Zip Code)

\_\_\_\_\_  
 (New Mailing Address - if different from above) (City) (State) (Zip Code)

Check here if you are requesting special permission for this student to continue attending the current school.  
 Reason (Required): \_\_\_\_\_

Exact Directions to Residence: \_\_\_\_\_

\_\_\_\_\_  
 Name of Development/Subdivision: \_\_\_\_\_

New Home Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
 (Parent/Guardian Signature) (Date)

**PROOF OF RESIDENCY REQUIREMENTS**

Attach proofs of residency (one from each list below):

**(List A)**

\_\_\_ Fully executed current residential lease \_\_\_ Mortgage settlement document(s) \_\_\_ Recorded Deed \_\_\_ School property tax bill for the current or immediately preceding year.

**(List B)**

\_\_\_ Valid PA driver's license/ID card \_\_\_ Valid PA automobile registration \_\_\_ Signed income tax return filed for the current or immediately preceding tax year \_\_\_ Check Stub from wages, public assistance, or social security issued within the past 30 days \_\_\_ Current PA Local Earned Income Tax Residency Certification Form.

**EMAIL COMPLETED FORM AND PROOFS OF RESIDENCY TO:**

**[STUDENT-REGISTRATION@ESASD.NET](mailto:STUDENT-REGISTRATION@ESASD.NET)**

**CHILD ACCOUNTING USE ONLY**

The new physical address is in the attendance area of \_\_\_\_\_ School.  
 The student has been assigned to attend \_\_\_ - same / \_\_\_ - other: \_\_\_\_\_.  
 Superintendent Approval for Intradistrict Transfer - Remain in Current School \_\_\_\_\_.

	Tasks	Date	Initials
1	Identify any outstanding student obligations.		
2	Close student discipline record (i.e., update admin. action dates).		
3	Address Change – Student remains in same bldg., use withdrawal/re-entry WD12/R12.		
4	Address Change – Student moves to another bldg., use withdrawal/re-entry WD11/R11.		
5	Forward student records to new school along with this form.		