



# School District of Menomonee Falls

MENOMONEE FALLS, WISCONSIN 53051

Administrative Offices  
W156 N8480 Pilgrim Road  
(262) 255-8440 FAX (262) 255-8461

Dear Parent,

You are receiving this letter because you have either moved or about to move from your current address. The School District of Menomonee Falls has recently updated our address change process to streamline, define and sustain consistency throughout the district.

If your child/ren do not reside with you the majority of the time and you are **not the Primary Contact** for your child/ren, within School District's system, then please complete only the top portion (*above the dotted line*) of the Address Change Form page AC-1 attached.

Return the **Address Change Form** as soon as possible to your school office. If you have children at multiple schools you need to only submit to one school.

Thank you for your attention to this matter. If you have any questions please contact your School Office or myself at (262) 255-8449 or email me at [paddjay@sdmfschools.org](mailto:paddjay@sdmfschools.org).

Sincerely,

Jayne Paddock  
Administrative Assistant Pupil Services