



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 reside with you and you are the **Primary Contact** for your child/ren, within School District's system, then please complete the top portion **and** numbers one (1) through five (5), as they apply below the dotted line, on the Address Change Form page AC-1 attached.

Return the **Address Change Form** and **Proof of Residency** as it applies for your family as soon as possible to your school office. If you have children at multiple schools you need to only submit to one school.

Depending on your new living situation **you may need other forms** to complete and submit the requirements on the Address Change Form. Please check with your School Office on the forms you may need or you can find them on the School District of Menomonee Falls web-site under: *District, District Info, District Enrollment Info, and Enrollment Process*. The **Lease Verification LV-1 (in the middle)**, **Tuition Waiver** form and **Address Change Form (at the bottom)** can all be found on this web page.

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.

Sincerely,

Jayne Paddock
Administrative Assistant Pupil Services