



Change of Address Procedures

Please complete *HCSD Change of Address Form* within 5 days of moving to a new address and follow the appropriate procedure below:

- I. **New residency address is within current school's attendance zone:**
 - Take this completed form to your school along with two valid proofs of residency
- II. **New residency address is in another Hall County school's attendance zone and student is transferring to new school:**
 - Complete withdrawal paperwork from student's current school
 - Take this completed address change form, two valid proofs of residency, and withdrawal documentation to your new school
- III. **New residency address is in another Hall County school's attendance zone and student wishes to remain in current school:**
 - Take this completed address change form and two valid proofs of residency to your current school
 - Complete HB 251 In-District Transfer Application and submit to Joy Morris at HCSD district office
 - If In-District transfer is approved, student will remain enrolled at current school
- IV. **New residency address is outside of the Hall County School District and student is transferring to new school district:**
 - Complete withdrawal paperwork at current school within 5 days of move
 - Contact new school district for enrollment procedures
- V. **New residency address is outside of the Hall County School District and student wishes to remain in current school:**
 - Take this completed address change form and two valid proofs of residency to your current school within 5 days of move
 - Complete Out-of-District (Tuition) Application and submit to Joy Morris at HCSD district office within 5 days of move
 - If Out-of-District Application is approved, student will pay tuition and remain enrolled at current school