

PLEASE LET US KNOW IF YOU ARE MOVING BEFORE THE 2020-2021 SCHOOL YEAR AND/OR IF YOUR STUDENT WILL BE ATTENDING A DIFFERENT SCHOOL NEXT YEAR

If you are planning to move any time between now and the start of the 2020-21 year there are a few steps you will need to take to keep your student's records complete and accurate.

1. Please contact Tia Lambiotte, Teacher's Secretary @ Mattia_Lambiotte@hcpss.org.
2. You will need to fill out a "CHANGE OF ADDRESS" form and possibly a "REASSIGNMENT" form depending on your situation.
3. You will need to provide documentation for your new address: deed or lease and a utility bill for the new residence.
4. Please inform me if you are moving into a "Multiple Family" situation.

If you are NOT moving but your child will be attending a new school (most likely a private school) next year, there are a few steps you will need to take at the end of this school year.

1. Please contact Tia Lambiotte, Teacher's Secretary @ Mattia_Lambiotte@hcpss.org
2. Your new school will need to send a "REQUEST FOR RECORDS" form so that your child's records can be released to them.
3. Fill out a "STUDENT WITHDRAWAL" form.

I understand that current circumstances may make moving and transition to a new school somewhat challenging. I appreciate you contacting me with your status and I will do all I can to help make your transition as smooth as possible. Please feel free to contact me with any questions you may have. Thank you! Mattia_Lambiotte@hcpss.org