



Office of the State Superintendent of Education



DISTRICT OF COLUMBIA  
MAYOR ADRIAN M. FENTY

## CHANGE IN ADDRESS/TELEPHONE NUMBER

TODAY'S DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
School Name and Contact

FROM: \_\_\_\_\_  
Student's Name (Print)      School Name      Bus Route #

Please note my address and/or telephone number changes:

Effective date: \_\_\_\_\_

Old address \_\_\_\_\_

New address \_\_\_\_\_

E-mail address \_\_\_\_\_

Old Telephone number \_\_\_\_\_

New Telephone Number(s)

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cellular: \_\_\_\_\_

Other: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

### NOTE TO SCHOOL STAFF MEMBERS:

All transportation changes must be updated in SEDS. Please upload an updated transportation form with the new information into SEDS and send it via email to [ose.transportation@dc.gov](mailto:ose.transportation@dc.gov) within 1-2 business days. Failure to follow this process will result in a delay in transportation services.

**SPECIAL NOTE:** *For guardians of students that are Wards of the District and Foster Care Parents: all changes must be made with the Department of Child and Family Services or the assigned Social Worker, and then forwarded to the child's school. CFSA caseworkers may also email a changes to [ose.transportation@dc.gov](mailto:ose.transportation@dc.gov) in addition to sending the school a copy of the form.*