



# LONDON CITY SCHOOLS

380 ELM STREET • LONDON, OHIO 43140 • TEL: 740-852-5700  
• [WWW.LONDON.K12.OH.US](http://WWW.LONDON.K12.OH.US)

## NOTICE OF ADDRESS CHANGE FORM THIS IS FOR TRANSPORTATION PURPOSES

(THIS IS NOT AN ENROLLMENT FORM FOR NEW STUDENTS)

**PARENT OR GUARDIAN-PLEASE FILL OUT INFORMATION BELOW  
PLEASE BRING TO LCS 380 ELM STREET, 2<sup>ND</sup> FLOOR LONDON OH 43140**

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

Student: \_\_\_\_\_ GRADE LEVEL- \_\_\_\_\_

(PLEASE LIST INDIVIDUAL STUDENTS NAMES ON LINES PROVIDED ABOVE WITH NEW 2014/2015 GRADE LEVEL)

**OLD ADDRESS** \_\_\_\_\_

- Surrey Lane and Northview Drive are considered within the walking zone.

**NEW ADDRESS** \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Telephone: (        ) -        - \_\_\_\_\_

Emergency Contact/Telephone: \_\_\_\_\_ (        ) -        - \_\_\_\_\_  
*(Emergency Contact Name)* *(Emergency Contact Telephone)*

**PLEASE RETURN THIS FORM IN PERSON TO THE LONDON CITY SCHOOLS TRANSPORTATION DIRECTOR  
LOCATED AT THE LCS BOARD OF EDUCATION OFFICE MONDAY THROUGH FRIDAY 8:00 AM TO 3:30 PM. ONCE  
RECEIVED IT WILL TAKE 48 HOURS FOR THE CHANGE TO BE EFFECTIVE**

Special Instructions: \_\_\_\_\_

**THE TRANSPORTATION DIRECTOR WILL USE THIS NEW NOTICE OF ADDRESS CHANGE FORM  
INFORMATION TO ASSIGN A NEW BUS STOP & BUS NUMBER ALONG WITH AM & PM PICK UP &  
DROP OFF TIMES. YOU WILL BE NOTIFIED PRIOR TO THE CHANGE WITH THE UPDATED BUS  
INFORMATION. (IN ADDITION, PLEASE CONTACT YOUR STUDENTS BUILDING OFFICE WITH  
ADDRESS & PHONE CHANGES)**