

# LYNN PUBLIC SCHOOLS

James Leo McGuinness Administration Building – 100 Bennett Street, Lynn, MA 01905  
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**CHANGE OF ADDRESS FORM**  
**(PAGE 1 TO BE COMPLETED BY CURRENT SCHOOL OR PARENT/GUARDIAN. PAGE 2 TO BE COMPLETED BY LYNN PUBLIC SCHOOLS WELCOME CENTER.)**

***THIS SECTION TO BE COMPLETED BY SCHOOL OR PARENT/GUARDIAN:***

Student's name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Parent/guardian's phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Current school: \_\_\_\_\_ Date of move: \_\_\_\_\_

New address:

House number and street name: \_\_\_\_\_

City, state, and zip code: \_\_\_\_\_

Additional information (please circle all that apply):

Current Sped placement	Homelessness	Foster care	Unaccompanied
Dual language program	Current disciplinary placement	Current voluntary desegregation	

Person completing form is (please check only ONE):

Parent/guardian

School staff

Name of person completing this form: \_\_\_\_\_

Date form completed: \_\_\_\_\_

**\* PLEASE ATTACH DOCUMENTATION SHOWING CHANGE OF ADDRESS (IF AVAILABLE). \***






***CONTINUED ON NEXT PAGE***

Please note, for students who continue to attend school outside of their new neighborhood, transportation will NOT be provided, unless the student otherwise qualifies on the basis of Special Education criteria/disability.

Additionally, attendance must remain regular and punctual for students who continue to attend school outside of their new neighborhood.

**THIS SECTION TO BE COMPLETED BY WELCOME CENTER:**

Move type (please check only ONE):

- Within Lynn - High school student - Any time of year
- Within Lynn - Move within same middle/elementary school district - Any time of year
- Within Lynn - Move to different middle/elementary school district - During school year  
 May choose to transfer immediately or may choose to complete current year at current school. Must transfer to new school district next year. May appeal to Superintendent to request to remain at current school beyond current year. (Please see separate Appeal of Assignment form.)
- Within Lynn - Move to different middle/elementary school district - During summer  
 Must transfer to new school district immediately. May appeal to Superintendent to request to remain at current school beyond current year. (Please see separate Appeal of Assignment form.)
- Within Massachusetts but outside of Lynn (any grade) - April, May, June while school in session  
 May choose to transfer immediately or may choose to complete current year only at current school. Must transfer to new school district next year. No appeals.
- Within Massachusetts but outside of Lynn (any grade) - All other months  
 Must transfer to new school district immediately. May appeal to Superintendent to request to remain at current school for current year only. (Please see separate Appeal of Assignment form.)
- Outside of Massachusetts (any grade) - Any time of year  
 Must transfer to new school district immediately. No appeals.

Name of Welcome Center staff completing this form: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy reference: Policy # JCA - Assignment of Students to Schools  
Adopted by Lynn School Committee on October 13, 2022  
Date form created: November 17, 2022**