



Student Information Changes

Please complete form for the information that needs to be changed for your student, and please email to addresschanges@gacyber.org. Please allow 48 hours for the change to show up in the OLS.

Student Name: _____ **Student ID#:** _____

Address Change –

Residence shall be defined as the full time home of the child and the child's parents, legal guardian, or other appropriate adult authorized to have custody of said child.

Residence shall be determined by objective evidence, including at least **two** of the following items:

- a secure identification Georgia driver's license;
- current property tax receipt;
- power or gas bill (water bills cannot be accepted);
- Home mortgage note; lease or rental agreement; and any other such objective evidence as will aid school employees to make a correct determination as to "residence".

Mailing **New Address:** _____

City: _____ **State:** _____ **Zip:** _____

Shipping **New Address:** _____

City: _____ **State:** _____ **Zip:** _____

Physical **New Address:** _____

City: _____ **State:** _____ **Zip:** _____

Email & Phone Number Change: How to change Email and Phone Number from your Online School Account.
<https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address-and-Phone-Number>

Legal Guardian Change: Legal guardian **must** email Natasha Williams, the School Based Enrollment Coordinator at: nawilliams@k12.com to submit change of Learning Coach.

Documents required for proof of change:

- Legal court document
- Amended birth certificate

Learning Coach Change: Legal guardian **must** email Natasha Williams, the School Based Enrollment Coordinator at: nawilliams@k12.com to submit change of Learning Coach.

Student Name Change: Legal guardian **must** email Natasha Williams, the School Based Enrollment Coordinator at: nawilliams@k12.com to submit change of Learning Coach.

Documents required for change:

- Amended birth certificate