



What do we do if our family will be moving out of the Upper Moreland School District at the end of the school year or during the summer?

Contact your child's school office as soon as possible. You will need to provide the office secretary with your new address and the new school name and address. The school secretary will then prepare the withdrawal paperwork which you will need to sign off on removing your child from the Upper Moreland School District rolls. The school secretary will also provide you with a copy of your child's immunization record, a copy of your child's last report card, and transfer card. You will need these items to register at the new school. Please call ahead so paperwork can be prepared.

***If you are moving within the Upper Moreland School District* You will need to provide the school secretary with a new Proof of Residency which will consist of a Property Deed, Mortgage Statement or *current lease* agreement with your child(ren)'s names. One other Proof of Residence must be presented: a *current* Bank Statement, or *current* Utility Bill, pay stub, etc., bearing the address on the Property Deed, Mortgage Statement or *current* Lease. If the parent is not the owner or lessee of the residence, a [Multiple Occupancy Form](#) must be completed and notarized.**