New Procedure for ADDRESS CHANGES on school records

With the opening of the new student Welcome Center, located at Ridgeview JH School, 130 Hill Rd., S., Suite 102, ALL requests for changes of address on school records MUST be submitted to the Welcome Center for processing. Residential address changes for Pickerington students will no longer be initiated with your child’s school office staff nor are they to be submitted directly to Petermann Transportation.

Any changes to a student’s home address must be requested on the district’s new Change of Student Information form, which includes a standard authorization, to be signed by the parent, allowing for the release of residential and utility information to Pickerington Local Schools upon request, if necessary. This release also includes an explanation, per Ohio Revised Code, as to how it is determined where your child is to receive his/her tuition-free, public school education. By signing this release, you are also verifying that you have been informed of your legal responsibility to withdraw your child / children from school if / when you should ever move outside the school district boundaries as well as your tuition obligations if you fail to withdraw.

The new form, Change of Student Information, can be downloaded and printed. The form can be found under “Additional Information” here on this Student Enrollment webpage. If you do not have the capability to print the form, please feel free to contact the Welcome Center at (614) 920-6180. We will be happy to mail, email or fax the form to you for completion. If you wish to pick up or return the form directly to the Welcome Center, rather than turning it in at your school office for intra-office transfer to us, it would be helpful in expediting the address change process.

Once a Change of Student Information form is received at our Welcome Center, the request will be checked to verify the following:

1. request has been signed and dated by the parent of the student;

2. acceptable proof of the change in residence is attached to the request;

3. If the move has caused a change in attendance area, meaning a change in the building the student is to attend, the involved school buildings are notified and the electronic and physical transfer of records takes place. Arrangements can be made, between you and the office staff of the building new to your student, as to an official start date at the new building.

4. an Open Enrollment Request has been completed, if applicable. (This would be necessary if a change of residence, made during the school year, caused a change in the student’s attendance area, but the parent wishes to have the student finish the current school year at his/her current building. (This type of Open Enrollment Request (K-12) would be considered for the student’s continued attendance through the end of the current school year ONLY.) REMEMBER: Buses do not cross school boundary lines to accommodate open enrollment students. The parent is responsible for transportation.

5. Through our direct communication with Petermann Transportation, the Welcome Center will notify them of your change of home address and, if bus service is available in your new area for your child, the process will begin to arrange a new bus stop location “from and to” your new residence. (Refer to FAQ’s, on the Transportation link to this website for guidelines used in determining bus service.) The busing company strives to establish all bus stops and to notify drivers as quickly as possible. Your school building office staff will obtain all bus stop information from Petermann Transportation.

If a new bus stop has to be established at any point in the route where the driver does not currently make a stop, it can take from 2 to 3 days to set up. If necessary, the school office can issue a Bus Pass if your child must ride the bus BEFORE the change can be finalized by Petermann Transportation.
This change in address change procedure will apply **ONLY to changes in the actual physical address where you and the student reside.** In other words, a temporary change of bus stop location other than the student’s residence, as in a babysitting arrangement, will continue to be accepted in the school office of the building where your child attends. For your convenience, the **Request for approval of New Bus Stop Location** form can be downloaded from the [Transportation](#) link to this website. The **Welcome Center** will **NOT** be handling these types of busing arrangements. Please submit them to your child’s school office or fax them directly to **Petermann Transportation.**

If you have further questions about this new procedure, please feel free to call us at the **Welcome Center** at (614) 920-6180.