

Student Policy #205 Change of Address

Purpose:

It is vitally important for the SusQ-Cyber Charter School (“Charter School”) to maintain up-to-date records regarding student’s addresses and phone numbers.

Guidelines:

- Any change of student address or phone number, or parental/guardian address or phone number change, must be reported to the Charter School office.
- Change of residence from one sending school district to another must be immediately submitted to the Charter School so proper district billing is maintained.

Delegation of Responsibility:

The CEO shall make every effort to ensure that the student’s record information is accurate and that staff is aware of the need for keeping current the latest information available regarding student records.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.