

Change of Address, Phone Number or Name Change

If you need to make a change to a student's demographic information you must do the following:

- Wake County now requires Parent/Guardians requesting changes to student information to come to Student Services with a picture ID and supporting documentation.
- Address changes will require current proof of residence: in the form of a current electric, gas, or water bill that shows your service address or a current signed lease agreement, or a house contract. **Telephone and Cable bills and driver's licenses DO NOT qualify as proof of residence.**
- Telephone number changes require the parent to come in with a picture ID and complete a form.
- Name changes require either a marriage certificate or documentation of legal name change. If you have any questions, please call Student Services at 870-4260.