

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:

1. Wake County now requires Parent/Guardians requesting changes to student information to come to the main school office with a picture ID and supporting documentation.
2. If there are issues regarding guardianship or legal custody of the child, please contact Growth Management (919)-850-1921.
3. If you and your student(s) are living with a relative/friend both parties must come to the main school office with proof of residence and complete a notarized statement before any demographic changes can occur.
4. 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.**
5. Telephone number changes require the parent to come in with a picture ID and complete a form.
6. Name changes require either a marriage certificate or documentation of legal name change. If you have any questions, please call the main office at 870-4250.