

HPS

Hamtramck Public Schools

Department of Pupil Services  
9324 Conant  
Hamtramck, Michigan 48212  
(313)591-7400

Dear Parent/Guardian:

Important information is often mailed home regarding your child(ren), and we are concerned that you may not be receiving this information. A question has been raised regarding the residency of your child. Recent information or returned, undeliverable letters reveal this student may no longer be living at the address listed in their school records.

It is *extremely* important that you verify or update your address **as soon as possible**. **Parent, guardian or student may bring in proof of address to the school office or to the Residency Office at 9324 Conant. The information you provide will be copied and returned to you.**

If there are any questions or concerns regarding this matter, please contact (313) 892-2036.

Thank you,  
Department of Pupil Services  
Hamtramck Public Schools

**Please complete the information below and provide a current proof of residency within 30-days:**

**STUDENT(S) NAME:**

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**OLD ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PARENT/LEGAL GUARDIAN NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PROOFS OF RESIDENCY**

- CURRENT GAS/ELECTRIC/WATER /PHONE/CABLE/INTERNET BILL
- CURRENT PAYSTUB OR CHECK INDICATING HOME ADDRESS
- CITY OF HAMTRAMCK RESIDENT INCOME TAX RETURN/PROPERTY TAX
- OFFICIAL LETTER FROM SOCIAL SERVICES/SOCIAL SECURITY/IMMIGRATION VERIFYING HOME ADDRESS

**\* Proof of residency should include your name, address, and current date within 30-days.**