

Alternate Address for Mailing Purposes

Jefferson City Public Schools (JCPS) mails a variety of student information to parents/guardians, which can include but not be limited to grades, test scores, discipline reports and absence letters.

The address(es) to which the mailings will be sent is the address(es) provided by the parent/guardian. This address can be different from the actual physical address, such as a work/place of employment address. However, the address will be used for **everyone** in the household.

All mailings will go to the address provided by the parent/guardian. JCPS personnel cannot differentiate between the various types of mailings being sent. The mailings could be addressed as:

To the Parent/Guardian of (student)

Parent/Guardian Name

Address

City/State/Zip

NOTE: The names generate from Infinite Campus and are listed in alphabetical order. The parent/guardian name listed first in Infinite Campus will be listed first in the address header. This is set by Infinite Campus and cannot be changed.

If using a mailing address different from the physical address, the parent/guardian acknowledges that JCPS cannot guarantee who will see the contents of mailings regarding the student. The parent/guardian also acknowledges that JCPS will continue to mail to the given address unless the parent/guardian requests an address change. If there is a change of address and the parent/guardian does not notify the district, mail will continue to be sent to the address on file.

By filling out the bottom portion of this form, the parent/guardian is requesting that the mailing address be changed in Infinite Campus.

I, _____, request that the mailing address for my household be changed to
(parent/guardian name)

Address: _____

City: _____

State: _____

Zip: _____

Students listed in household:

_____ School attending: _____

_____ School attending: _____

_____ School attending: _____

_____ School attending: _____

I have read the above information and understand and agree with the information stated.

Signature

Date

Printed Name