

Lopez Middle School

Campus Policies

Moving to Another Residence within the Lopez Attendance Area

Notify the Lopez Counseling Office at (210) 481-4060

- You will need to provide Proof of Residence for the new residence Provide a current City Public Service (CPS) or San Antonio Water System (SAWS) bill if it is a house. If a utility bill for a new house is not available, settlement papers will be accepted on a temporary basis. A utility bill must be furnished within 30 days.
- Proof of residence for an **apartment** is a current lease with the student listed as an occupant. If the student is not listed on the lease, a letter from the apartment manager stating that the student is a resident must be attached to the lease.
- **NOTE:** If the student and parent/guardian live in the residence of a third party, the owner/renter of the residence must provide proof of residence as described above. Both the parent/guardian and the third party must be present at the time of registration to sign, an "Establishing Proof of Residence" form to be notarized by a school official.

Moving Over the Summer

Notify the Lopez Counseling Office at (210) 481-4060

- If you are moving over the summer and will not be returning to Lopez Middle school for the 2008 - 2009 school year.
- If you are moving over the summer and will not be attending Reagan High School for the 2008 - 2009 school year.