
CHANGE OF ADDRESS FORM

Please note that along with this completed form two of the following proof of residency items are required:

Proof of residence (2 items) which must include the name and street address of the parent or guardian.

- Copy of a residential lease or proof of ownership of a house or condominium;
- A sworn statement authored by a third party landlord, owner or tenant from whom the parent/guardian leases or shares property;
- Other acceptable documentation of residency provided by the parent/guardian such as:
 - pay stub
 - utility or other bills
 - membership documents (e.g., library cards) based upon residency
 - voter registration documents
 - official driver's license, learner's permit or non-driver identification card
 - state or other government issued identification
 - documents issued by federal, state or local agencies (e.g., local social services agency, federal Office of Refugee Resettlement)

We are sorry, but we will not accept the following as proof of identification:

- U.S. Mail
- Bank or credit card records
- Any proof older than 30 days

DATE: _____ GRADE: _____ HOMEROOM/TEACHER: _____

CHILD'S NAME: _____

PARENT'S NAME: _____

DATE OF BIRTH: _____

OLD ADDRESS: _____ NEW ADDRESS: _____

OLD PHONE: _____ NEW PHONE: _____

PARENT/GUARDIAN SIGNATURE