CHANGE OF RESIDENCE ADDRESS, PHONE or EMAIL INFORMATION

All changes require a proof of Residency in the form of a signed rental agreement, house closing document, contract to purchase agreement, homeowner's insurance policy or utility invoice be sent with this address change form.

Complete this section for parent/guardian information with whom the students reside:

Parent (1): _____

Parent (2): _____

Is this a Change in Primary Custody Household for your children: ☐ Yes ☐ No

Street Address: _____

City State Zip: _____

Home Phone: _____ Work: _____

Cell: _____

Email Address: _____

Complete the following only **if** a parent **does not live in** same household with student(s)

Parent Name (2): _____

Parents: ☐ Separated ☐ Divorced Custody document on file? ☐ Yes ☐ No

Custody Type: ☐ Joint ☐ Share Physical ☐ Visitation

If no custody document is on file please request parent provide a copy

Street Address: _____

City State Zip: _____

Home Phone: _____ Work: _____

Cell: _____

Email Address: _____

Student Names	Grade	Current School	New School Zone	Daycare Program?
				☐
				☐
				☐
				☐

If this is a new change in custody for your children, both parents must be in agreement if the change in the primary address of the student and enrollment location will result in an attendance zone change for the student. However, if it is clearly outlined in the Court Order for Custody that the student lives with a parent who has Sole Physical Custody or it is stated which residence will be used for enrollment purposes, that residence will be used for student enrollment and placement within the district.

Is this Change a Temporary Residence? ☐ Y ☐ N **Is this a result of loss of housing or other financial hardship?** ☐ Y ☐ N **Effective Date of change**: _____

Please describe the type of housing you will be moving to:

☐ This address change is permanent housing (own or lease) ☐ Moving into a shelter ☐ Residing in a motel/hotel ☐ Residing in a vehicle, park, bus, train or campsite

☐ In transitional housing program (unaccompanied youth) ☐ Moving in with another family due to loss of housing or result of cconomic hardship (doubled up)

☐ Moving into a residence to live with an ault that is not a parent or legal guardian (unaccompanied youth) ☐ Other, temporary living situation, please explain: _____

For Office Use Only:

Distribute to: ☐ Baker ☐ Durgee ☐ Ray MS ☐ Elden ☐ McNamara ☐ Palmer ☐ Reynolds ☐ Van Buren ☐ TRANSPORTATION ☐ SPECIAL EDUCATION *

Date _____ **Rec'd by:** ☐ **Phone** ☐ **Email** ☐ **In-Person** **Proof of Residency Type:** _____ **Staff Name:** _____