

# STUDENT CHANGE OF ADDRESS SHEET

(If change of address requires change of school, parent must to go Central Registration to complete process.)  
Parent must provide picture ID.

Grade \_\_\_\_\_ Student Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ Student Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ Student Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ Student Name \_\_\_\_\_ School \_\_\_\_\_

**You must provide one item of proof from each column listed below.**

**Please check the items of proof provided in each column**

**ITEM #1**

\_\_\_\_ Mortgage Statement

(Within last 30 days)

\_\_\_\_ Lease Agreement

(Month to month – must have utility)

\_\_\_\_ Deed to House

**ITEM #2**

\_\_\_\_ Utility Bill or Request for Service

(Electric, water, DIRECTV or Cox Cable within last 30 days)

\_\_\_\_ Current property tax statement

\_\_\_\_ Recent mail from a government agency

\_\_\_\_ Current automobile registration or insurance

**ITEM #3**

\_\_\_\_ Final Bill

(Disconnect, Final, or Lease Termination)

\_\_\_\_ Letter from Homeowner

(if moving from one affidavit to another)

\_\_\_\_ Other \_\_\_\_\_

**Is your family moving in with someone else? Yes or No**

**Old** street address \_\_\_\_\_

**New** street address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Mom name: \_\_\_\_\_ Cell phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

Dad name: \_\_\_\_\_ Cell phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

**ADD TO PICK UP LIST (OTHER THAN PARENT/GUARDIAN)**

NAME & PHONE # \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Date items accepted: \_\_\_\_\_ by: \_\_\_\_\_

Date ponied to Central Registration: \_\_\_\_\_

(CR)Date changed by Central Registration in IC: \_\_\_\_\_ by \_\_\_\_\_

(CR)Does this change any of the students' zoned school? \_\_\_\_\_ If yes, have both schools been notified? \_\_\_\_\_

(CR)Current School \_\_\_\_\_ New School \_\_\_\_\_