

Student Change of Address

Please complete one form per child per school

Student's Name: _____ Current School: _____

New Address: _____
(Number and Street) (Apartment Number)

(City) (State) (Zip)

New Telephone #(s): _____ Date of Birth: _____

Parent/Guardian (or Approved Relative Caregiver) Name: _____

Signature: _____ Date: _____

> **Proof of Residence is Required:**

o Please provide one of the following options:

- **Recent Utility Bill (Within the Last 60 Days)** – Must be gas, electric, water, or sewer. Utility bill must show at least one legal parent/guardian's full name, address, and recent date
- **Signed Lease Agreement, Signed Settlement Statement, or Property Deed** - Must show at least one legal parent/guardian's full name, address, and recent date
- **Residence Verification Form – Notarized**
 - If parent(s) and child(ren) are living with someone else, a Colonial School District Residence Verification Form must be completed and notarized, followed by with one of the above proof of residence documents, showing the homeowner or leaser's name, address, and date.

> **Guardianship/Relative Caregiver Affidavit**

- If the student is residing with a close relative due to District approved hardship, the relative must secure authorization to be student's caregiver.

> **Registration by Someone Other Than Legal Parent/Guardian or Approved Relative Caregiver**

- If the student is not residing with legal parent/guardian or approved Relative Caregiver, contact your building MKV liaison for him/her to take next steps regarding the student's living situation.

1. Is there is a custody and/or court order in place for the child whom this change of address is being submitted?
_____ No _____ Yes

2. If **yes**, are you the parent or legal guardian named in the custody and/or court order that can make educational decisions for the above named child in which this application is being submitted?
_____ Yes (a copy must be received by school) _____ No (please contact Choice Office)

Official Use Only

Date Received: _____ Initials: _____ Student ID#: _____

- Proof of residence is attached – If not, contact parent and DO NOT change address in eSchool
- New address is within this student's current school's feeder
 - o If address is NOT within school's feeder, DO NOT change address in eSchool.
 - Determine if the change of address is MKV situation or Choice situation. Have parent complete new MKV Questionnaire.
 - If not MKV, send an Out-of-Feeder Letter with Good Cause Choice Application to the parent via U.S. Postal Service and home with the student (unless school/grade level is maxed at designated capacity determined by Choice Office).