

Change of Address

Thank you for informing us of your move. Please complete the information below and return this form to your student's current school Registrar along with your new proof of address. Acceptable documentation must indicate the parent's name, address, a current date, and may be in one of the following forms:

- Current utility bill – Xcel, United Power, city water, etc.
- Current rental agreement
- **Home** phone bill – Century Link, AT&T, etc.
- **Home** cable bill – Comcast, Dish Network
- **Home** internet bill – Comcast, Century Link, etc.
- Warranty deed if home was recently purchased
- In doubled-up situations, please submit the "Doubled-up Households Proof of Address Letter" form along with one of the above listed forms of acceptable proof of address for the person your family is living with.

STUDENT INFORMATION

Student's full name	
Date of birth	
Current school	

HOUSEHOLD INFORMATION

Previous address	
New address	
Date we moved to this address	
Household phone number	
Parent/Guardian's name	
Other household member/s	

FOR SCHOOL USE ONLY

Student ID #
Proof of address submitted <input type="checkbox"/> Yes <input type="checkbox"/> No
Moved out of the neighborhood boundary for current school <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will transfer to new neighborhood school:*
<input type="checkbox"/> at time of the move <input type="checkbox"/> beginning of the next semester <input type="checkbox"/> beginning of the next school year <input type="checkbox"/> will submit an Open Enrollment application to request to remain at current school for the next school year.** <input type="checkbox"/> N/A
<small>*Please ask the family to submit a Notification of Withdrawal.</small>
<small>**Please advise the family that if the student is not accepted through the Open Enrollment process, their enrollment will be transferred to the new neighborhood school at the beginning of the next school year.</small>
Updated household address in Infinite Campus <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Forwarded proof of address to other school/s (if the student has siblings) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Emailed Enrollment Helpdesk (if enrollment field changes are necessary) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Parent/Guardian's Signature _____ Date _____

I verify that the information provided is true to the best of my knowledge. I understand that misrepresentation of this information will constitute grounds to invalidate this address update.

Notes: _____