



CHANGE OF ADDRESS FORM

Student's Full Name: _____ Grade: _____	
Previous Address: _____	
New Address: _____	
_____ Parent/Guardian Name	_____ Parent/Guardian Signature
Date: _____	

To officially change your student's address, you are required to provide two address verification documents. We will not be able to update your address in the school system, unless we receive the two documents along with this form. We can accept the following documents below.

A	B
<ul style="list-style-type: none"> <input type="checkbox"/> Copy of recent month's mortgage statement <input type="checkbox"/> Copy of home settlement statement <i>(used if home was recently purchased and mortgage statement has not yet been received)</i> <input type="checkbox"/> Copy of Deed to the property <i>(used if the property is paid off)</i> <input type="checkbox"/> Rental agreement <i>(showing legal parent, legal guardian, or relative caregiver as an occupant)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> An original utility bill within the past 60 days <i>(utility bills are gas, electric, cable, internet or landline bills. May NOT be a copy)</i> <input type="checkbox"/> Car registration <input type="checkbox"/> Automobile insurance policy <input type="checkbox"/> Current voter registration card <input type="checkbox"/> Rental insurance policy <input type="checkbox"/> Homeowner's insurance policy <input type="checkbox"/> Estate tax receipt <input type="checkbox"/> Most current year's tax documents <input type="checkbox"/> Pay check or pay stub <i>(must be a recent pay check or pay stub)</i> <input type="checkbox"/> Notarized letter from employer stating that the registrant is their employee and what address they have on file <input type="checkbox"/> Two consecutive bank statements prior to date of registration <i>(new accounts will not be accepted)</i> <input type="checkbox"/> Change of address label on envelope <i>(must be the official Post Office Notification; normally a yellow sticker on the outside of the envelope by the old address)</i> <input type="checkbox"/> Official letter from DE State agency, such as DHSS, DFS, Dept. of Labor, YRS, TANF.

Note: If you are unable to provide any of the above, you must complete the "McKinney-Vento" affidavit and a Residence Verification Form. Both Forms are available in the school's main office. The Residence Verification form needs to be notarized.

****Please submit paperwork in person or by mail to the Main Office. We will not accept documents via email or fax.**