STUDENT CHANGE OF ADDRESS SHEET

Please complete the information below and provide copies of your valid proofs of residency. The name and address of the property must be visible on both proofs of residency submitted. If you have any questions or require additional information, please contact Central Registration at 478-741-3610 or centralregistration@hcbe.net. You may obtain transportation information at your child's school or online at https://www.hcbe.net/transportation.

You must provide one item of proof from each column listed below. Parent/Guardian must provide a picture ID. If the residence is not in your name and you reside with someone else, you will need to complete an Affidavit of Residence. The person you reside with that has residency in their name will need to provide the information from Item #1 and #2 AND you will need to provide the information from Item #3. (Notary services are available at Central Registration.)

Please place a checkmark by the items you are providing:

ITEM #1	ITEM #2	ITEM #3
☐ Mortgage Statement (Within last 30 days)	☐ Utility Bill or Request for Service (Electric, water, DIRECTV or cable within last 30 days)	☐ Final Bill (Disconnect, Final, or Lease Termination)
☐ Lease Agreement (Month to month – must have Utility)	☐ Current property tax statement	☐ Obtained own Residence (AOR)
☐ Deed to House (if paid off) (Utility or House Insurance Required)	☐ Recent mail from a government agency	☐ Custody Change (includes DFACS)
	☐ Current automobile registration or insurance	☐ Letter from Homeowner (only when moving from one AOR to another)

Please check appropriate box:

☐ **Entire Family Moved**

☐ **Division of Household - Please attach judge signed custody documents showing physical custody for divorce. Per HCBOE policy, if there are no judge signed custody documents, the primary address cannot be changed if parents are separated unless we have court filed papers for divorce.**

Old street address _____

New street address _____

Household Phone # (used for auto calls) _____

Do you live in a hotel or shared temporary housing with friends, family or others due to a hardship? Yes No

Name of Parents/Guardians	Do you live in the home?	Name of Student(s) living in Household	Current School	Grade
	Y or N			
	Y or N			

_____ _____ _____

Parent/Guardian Signature Parent/Guardian Name (please print) Date

FOR CR OFFICE USE ONLY:

Date changed by Central Registration in IC: _____ *by* _____

Does this change any of the students' zoned school? _____ *New School* _____

LOE Given	*Sped/Gift/ELL Email*	*Ops Email*	*School/Bus Email*	*AOR flag*	*KC flag*	*Double HH*	*OOZ/Emp.*
☐	☐	☐	☐	☐	☐	☐	☐