



# WATERFORD SCHOOL DISTRICT – CENTRAL ENROLLMENT CHANGE OF ADDRESS FORM

GEO Code \_\_\_\_\_

Date: \_\_\_\_\_

☐ NR ☐ SOS ☐ BUS

Parent Name (Last) \_\_\_\_\_ First \_\_\_\_\_

New Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

New phone #: \_\_\_\_\_ Work or Cell Phone #: \_\_\_\_\_

**List school age children living in the home:**

Child's Name	Current School	New School	Grade	Special Education
1. _____				
2. _____				
3. _____				
4. _____				

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Old Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*\*\*FORM MUST BE RETURNED TO CENTRAL ENROLLMENT WITHIN 5 SCHOOL DAYS\*\*\*\***

In District moves require 3 new proofs of residency. **Required – one of the following:**

- ❖ Purchase agreement stating occupancy or closing date
- ❖ Mortgage or property tax statement
- ❖ Rental agreement with date of occupancy, parent listed as leaseholder or occupant, and name and phone number of manager/landlord for verification
- ❖ Residency Affidavit (if home or apartment is in someone else's name) must go to Central Enrollment office if this form needs to be completed. Driver's license required as identification for both parties.

Additional proofs required: two of any of the following;

- ❖ Utility bill – must be one of the two additional proofs
- ❖ Payroll stub showing address and date
- ❖ Car insurance bill
- ❖ Credit card bill
- ❖ Other as approved by Central Enrollment

**\*\*\*\*\*New Address - Office Use Only\*\*\*\*\***

☐ Proofs Provided // ☐ Proofs Needed \_\_\_\_\_

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**Within Waterford School District Boundary/Outside Home School Boundary**

☐ School Selection Request – Requested Building \_\_\_\_\_

☐ Approved ☐ Denied

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**Outside Waterford School District Boundary**

☐ Transferring to new District, Name of District \_\_\_\_\_

☐ **Student is allowed to remain through the end of \_\_\_\_\_ school year.**

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Title \_\_\_\_\_