

## 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](mailto: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:**

<u>ITEM #1</u>	<u>ITEM #2</u>	<u>ITEM #3</u>
<input type="checkbox"/> Mortgage Statement (Within last 30 days)	<input type="checkbox"/> Utility Bill or Request for Service (Electric, water, DIRECTV or cable within last 30 days)	<input type="checkbox"/> Final Bill (Disconnect, Final, or Lease Termination)
<input type="checkbox"/> Lease Agreement (Month to month – must have Utility)	<input type="checkbox"/> Current property tax statement	<input type="checkbox"/> Obtained own Residence (AOR)
<input type="checkbox"/> Deed to House (Utility or House Insurance Required)	<input type="checkbox"/> Recent mail from a government agency  <input type="checkbox"/> Current automobile registration or insurance	<input type="checkbox"/> Custody Change (includes DFACS)
		<input type="checkbox"/> Letter from Homeowner (if 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) \_\_\_\_\_

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 (F/S) Sped Email   Gifted Email   Multiple HH using address   School Emailed   AOR flag   KC flag

 
   
   
   
   
   

Cleared by CR employee and ready for filing? Yes or No   If no, give to a CR employee.