

**CENTERVILLE HIGH SCHOOL**  
~ CHANGE OF ADDRESS ~

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

Student Name \_\_\_\_\_ Unit \_\_\_\_\_ ID# \_\_\_\_\_  
Student Name \_\_\_\_\_ Unit \_\_\_\_\_ ID# \_\_\_\_\_  
Student Name \_\_\_\_\_ Unit \_\_\_\_\_ ID# \_\_\_\_\_

**Parent/Guardian 1:** Name \_\_\_\_\_  
Spouse's Name (if applicable) \_\_\_\_\_  
Old Address \_\_\_\_\_

New Address \_\_\_\_\_  
City: \_\_\_\_\_, OH Zip \_\_\_\_\_  
Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_  
(W) \_\_\_\_\_ Employer \_\_\_\_\_

**Parent/Guardian 2** (not in same household):  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_, OH Zip \_\_\_\_\_  
Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_  
(W) \_\_\_\_\_ Employer \_\_\_\_\_

- Student or Parent will transport to/from school
- Bus transportation is needed (must be more than 1 mile from CHS)

*Please allow 48-72 hours for Transportation Department to begin service to new address.*

Student route information will be available from the Home Access Center (HAC). When the new route information appears, your student is eligible to ride the bus.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* PROOF OF RESIDENCY IS REQUIRED, AS DEFINED BY  
CENTERVILLE CITY SCHOOLS RESIDENCY GUIDELINES. PLEASE  
READ AND SIGN THE REVERSE SIDE OF THIS FORM. \*\*\*\***

# CENTERVILLE CITY SCHOOLS

## Understanding Residency Requirements

- A student is considered a resident if he/she resides with a parent(s), or person or governmental agency with legal custody, whose place of residence is within the boundaries of the District.
- A legal residence is one in which the family's daily activities take place – eating, sleeping, paying taxes, voter registration, etc.
- Proof of such residency must accompany this Change of Address form, and be one of the following documents:
  - Mortgage papers, property tax bill, copy of deed, or documentation from the Montgomery County Auditor's website ([www.mcrealestate.org](http://www.mcrealestate.org))
  - Current signed lease with landlord's name, address and telephone number, as well as names of all occupants
  - House under construction or purchase agreement
  - Residency Affidavit (if living with another person or subleasing)
- A utility bill or P.O. Box number is NOT proof of residency.

I understand that if my child attends Centerville City Schools while not being eligible to do so according to the residency requirements, or if it is determined upon investigation that I have falsely claimed residence within the district, I will be responsible for any legal costs and/or attorney fees, and my child will immediately be withdrawn from the Centerville City School District.

I have read and understand the above statements.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_