

# NORTH POLK COMMUNITY SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

13930 NE 6<sup>th</sup> St • Alleman, Iowa 50007

Phone: (515) 984-3400 • Fax: (515) 685-2002

## *Change of Address (Form RES-2)*

When a currently enrolled student has a change of address, or transfers within the school district, residency MUST be verified at the District Administrative Office. ***There will be NO exceptions.*** All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. ***Registration materials for the upcoming school year will be sent to the address on file and may not be forwarded.*** If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a utility bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.

**\*Do you need busing updated with this new address? Circle one: YES or NO**

Parent Name(s) \_\_\_\_\_

Student Name(s) \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

<b>Types of Residency</b>	<b>You need to</b>
<p><b>A homeowner</b></p> <p>You may obtain property owner information from Boone, Polk, or Story Counties at the following web addresses:</p> <p><a href="http://www.co.boone.ia.us">www.co.boone.ia.us</a>  <a href="http://www.assess.co.polk.ia.us">www.assess.co.polk.ia.us</a>  <a href="http://www.storycounty.com">www.storycounty.com</a></p>	<p>Provide any of the following:</p> <ul style="list-style-type: none"> <li>• Attach a printout of the webpage from the previous column that displays the titleholder of the property and school district information and attach to the Residency Application.</li> <li>• A copy of your most recently paid property tax bill with the section, block and lot number; or</li> <li>• A copy of a recent mortgage statement.</li> </ul> <p><i>* The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.</i></p>
<p><b>Recently closed on a new home</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A copy of the settlement statement from closing or a warranty deed.</li> </ul>
<p><b>A renter</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A copy of your lease agreement with the term listed. The agreement MUST contain property owner's name, address and signature; and name and signature of parent/guardian. If the agreement is with a relative, additional proof will be required (e.g. utility bill).</li> </ul>
<p><b>Rent without a lease</b> (on a month to-month basis)</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A notarized Landlord Statement (Form RES-1). If the agreement is with a relative, additional proof will be required (e.g. utility bill).</li> </ul>
<p><b>If none of the above "types of residency" describe your current situation.</b></p>	<p>Please contact the District Administration Office.</p>

*The acceptable proof of residency should be attached to this form and submitted to the District Administration Office in Alleman.*