



**PHELPS-CLIFTON SPRINGS SCHOOL DISTRICT**  
Change of Address Requirements

**STUDENT NAME(S):**

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**NEW ADDRESS:**

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**DOES YOUR HOME PHONE # CHANGE? If YES, NEW # IS:** \_\_\_\_\_

**In order to help expedite your address change in the district, please bring the following information with you:**

**RESIDENCY REQUIREMENTS  
HOMEOWNER**  
**Must bring the following:**

- Mortgage Statement *OR*
- School Tax Bill *and*
- One Utility Bill

*Documents must list name and address on them*

**RESIDENCY REQUIREMENTS  
RENTER**  
**Must bring the following:**

- Current Signed Bonafide Lease  
*AND*
- One Utility Bill (latest copy may be provided within 30 days)  
Examples: RGE, Phone, Cable, Water

**RESIDENCY REQUIREMENTS**

**LIVING WITH: NOTARIZED SHARED HOUSING AFFIDAVITS TO BE SIGNED BY HOMEOWNER AND APPLICANT.**

- **Proof of Homeowner's Residency** (See above listed requirements)
- **Applicant Proof: 3 Documents with your name and address on them.**  
Examples: Utility Bills, Driver's License, Credit Card Bill, Auto Insurance Bill, Mortgage Statement, Tax Bill

**Subject to District Residency Official's Approval**

8/31/17

Once documents are filed and address has been updated, cc: Bus Garage