



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

## Change of Address Form

PALO ALTO UNIFIED SCHOOL DISTRICT

25 Churchill Avenue • Palo Alto, CA 94306

Date \_\_\_\_\_

Parent/Guardian's Last Name

Parent/Guardian's First Name

Parent/ Guardian's Primary Phone

Parent's Signature \_\_\_\_\_

### Students currently enrolled in PAUSD

Last Name	First Name	School	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Old Address

Address \_\_\_\_\_ Date Moved Out \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

### New Address

Address \_\_\_\_\_ Date Moved In \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

New Neighborhood School: Elementary School \_\_\_\_\_ *Note: if new neighborhood school is different from current school, submit an Intradistrict Transfer request. (Exception: not needed for students enrolled in a Choice Program.)*

Middle School \_\_\_\_\_

High School \_\_\_\_\_

### Documents to be submitted with this application:

- ☐ 1. Current Government Issued Photo ID/Parent ID
- ☐ 2. Residency Declaration
- ☐ 3. Current Property Tax Bill (if recently purchased, can be closing statement or deed); OR Original current lease agreement with manager/landlord's contact information and lessor signatures (if no lease, must complete a Shared Residency Affidavit)
- ☐ 4. Current Palo Alto Utility / PG&E Bill, or letter of account confirmation (if lease agreement includes utilities, then submit two from the category below)
- ☐ 5. Any one of the following (most current):
  - ☐ Cable Bill/Letter
  - ☐ Internet Bill/Letter
  - ☐ Insurance Bill
  - ☐ W-2 Tax Form
  - ☐ Landline/Cell Phone Bill
  - ☐ Employment Stub
  - ☐ DMV Vehicle Registration
  - ☐ Letter from Government Agency
- ☐ 6. Please check here if parents live in separate households

***Return this form to the Registration Services at 25 Churchill Ave.***

For School Use Only

Intra needed: ☐ Yes ☐ No

Completed: \_\_\_\_\_  
Date Initials



## Residency Declaration

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH PROOF OF RESIDENCY**

California law (Education Code Section 48200) and District Administrative Regulation 5111.21 require that a student's parent(s) or guardian(s) **reside(s) (lives) within the Palo Alto Unified School District.**

→ I declare, under penalty of perjury under the laws of the State of California, that the answers I am providing below are true:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Part I: Student & Parent/ Guardian Information

Student's Last Name

Student's First Name

Grade

Birth Date

Age

Gender

Parent/Guardian's Last Name

Parent/Guardian's First Name

Parent/ Guardian's Primary Phone

Parent/Guardian's Current Street Address

Apt.

City

State

Zip

Date Moved In

### Part II: Declaration of Understanding

Read each sentence and initial each statement.

My student resides (lives) with me at the address listed above, which is my primary residence. I agree to immediately notify the Registration Services Office should my student, or I, move from this address. Check below for additional conditions:

☐ Future move in date \_\_\_\_\_

☐ Other, i.e. split custody \_\_\_\_\_

PAUSD will actively investigate all cases where it has reason to believe **false information** has been provided on this document or to any school/district official.

PAUSD employs Residency Officers to conduct periodic investigations so as to verify PAUSD district residency status, which may include home visits.

PAUSD may refer cases to the Santa Clara County District Attorney for further action, and/or may file civil action to recover damages incurred, as a result of parents/guardians intentionally providing **false information**.

Persons who provide **false information** are subject to criminal prosecution for perjury, which is punishable by fine and/or prison term (up to 4 years in state prison). [Family Code § 6552; Penal Code § 118 and 126]

Persons providing **false information** also are civilly liable for fraud, negligent misrepresentation, and negligence. Parties found civilly liable may be required to pay all damages, including punitive damages, caused to PAUSD as a result of providing false information. [Civil Code § 1709]

Persons who induce, obtain, or solicit another person to provide **false information** are subject to the same criminal prosecution, fines, and imprisonment as the person directly committing perjury. [Penal Code § 127]

Student(s) will be immediately withdrawn from his/her PAUSD school when investigations reveal that students were enrolled on the basis of providing **false information**, or are not living within the PAUSD district.