



CHANGE OF ADDRESS FORM

Effective Date: _____

Student Name: _____ ID # _____ School: _____ Grade: _____

Student Name: _____ ID # _____ School: _____ Grade: _____

Student Name: _____ ID # _____ School: _____ Grade: _____

Student Name: _____ ID # _____ School: _____ Grade: _____

Parent/Guardian #1 Name (living with student): _____

Old Address: _____

New Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Employer _____ Work Phone Number: _____

Parent/Guardian #2 Name: _____

Address (if different from above): _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Employer _____ Work Phone Number: _____

Transportation: **Every student must submit a transportation form through ParentSquare. Visit www.centerville.k12.oh.us/departments/transportation to access forms.**

Student or parent will transport to/from school

Bus transportation is needed (you must live more than 1 mile from your child's school)

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: _____

NOTE: PROOF OF RESIDENCY IS REQUIRED, AS DEFINED BY CENTERVILLE CITY SCHOOLS RESIDENCY GUIDELINES. PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK OF THIS FORM.

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)
 - A current signed lease with landlord's name, address, and telephone number, as well as names of all occupants
 - House under construction document or purchase agreement
 - A notarized Residency Affidavit (if living with another person or subleasing)
 - NOTE: A utility bill or P.O. Box number is NOT an accepted 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: _____

Please return the completed form to your child's school office.