

Change of Address



**Orange
County
Schools**
NORTH CAROLINA

Return this form with a **Proof of Residency** to your child's school or email them to the **Office of Student Assignment:** joy.toellen@orange.k12.nc.us

Office use only

Transfer approved: 1__ 2__ 3__ 4__

New school: 1__ 2__ 3__ 4__

Start date: _____

Registrar: _____

Date: _____

Proof of residency

Please attach one of the following to this form or take it to your child's school. All documents must be current and show the name and address of the student's parent or legal guardian.

- Signed, current lease or rental agreement
- Current residential property tax bill
- Settlement statement, signed by all parties
- Unseparated/entire/complete electric, gas, or water bill dated within the past 60 days

Student information

Name	Grade	Birth date	Current school	Office use only
1.				
2.				
3.				
4.				
5.				

Address information

Old address: _____

New address: _____

Parent information

Parent phone: _____ Parent email: _____

Please read the following statements and initial each.

____ I hereby certify that the above information is true and accurate and is without falsehood stated or implied.

____ I understand that an adult who knowingly or willfully provides false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district can be prosecuted for providing false information, a misdemeanor with a penalty of up to \$200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.

____ I understand that I will be liable for payment of tuition, fees and all other applicable fines if I knowingly enroll or attempt to enroll a child in a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident has a lawful right to attend.

Parent signature

Parent name (please print)

Date