



# UPPER ARLINGTON SCHOOLS

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Change of Address Form

1619 Zollinger Rd, Upper Arlington, OH 43221

*In order for this Change of Address to be processed, you must provide this completed form, your photo ID and Proof of Residency\*.*

Date Received: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Student Names(s) First and Last	Student Number	Grade	Current School	New School

Previous Address (Street, City, Zip): \_\_\_\_\_

New Address (Street, City, Zip): \_\_\_\_\_

If lease, expiration date and renewal terms \_\_\_\_\_

Custodial Parent Completing Form (Print): \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Custodial Parent Signature: \_\_\_\_\_

Has there been any change in custodial parents' marital status?  YES  NO

If answered yes, you must provide current court orders/decrees

Non-residential Parent Address and Phone Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office Use Only  
 Received by: \_\_\_\_\_  
 PS \_\_\_\_\_ Email \_\_\_\_\_  
 CUM \_\_\_\_\_

- \*Items accepted for Change of Address Processing
- Summary page from the Franklin County Auditor's Office website showing as occupied by owner
  - Current Mortgage Statement or Deed with the name(s) of parent(s)/guardian(s) listed **and** a recent (within 30 days) utility bill
  - Current, Signed and Entire Rental/Lease Agreement with parent(s)/guardian(s) listed, name and phone number of landlord must be provided in order to verify the lease. A new lease will be required each year upon expiration
  - Purchase/Contract Agreement to buy property along with a temporary residency waiver form
  - Residency Affidavit form 511f2b if you are living with a relative who resides within the district. The homeowner must provide proof of residency. **The Affidavit must be renewed at the beginning of each school year.**