

Proof of Residency/Change of Address Form

Date _____

To establish or change residency in any district, a parent or guardian must provide the following:

1. Student Name(s) _____ Gr. _____ Gr. _____
_____ Gr. _____ Gr. _____

2. Parent/Guardian Name(s): _____

3. Former Address: _____

4. Current Address & Phone: _____

If a change of address, please indicate the date of move: _____

5. Verify current address by attaching a copy of a **minimum of three** of the following documents (**no substitutions**):

- Home Mortgage Coupon • Building Permit • Insurance Policy on Dwelling
- Gas Bill or Deposit Receipt • Electric Bill • Driver License with current address
- Residential Telephone Bill • Tax Bill • Municipal Income Tax Withholding Proof
- Rental Agreement • Water/Sewer Bill • Pay Stub w/ Address & School Tax Withholding Proof

6. OATH OF RESIDENCY —To be completed by parent/guardian registering the student

I, the parent/guardian of the students listed in #1, hereby certify that I have established residency, on a full-time basis, at the address stated in #4 and am not maintaining a separate residence, as that term is defined for public school admission, elsewhere. I am aware that the Hopewell-Loudon Local Schools may use any legal means necessary to verify that I am living at the address stated in #4 and acknowledge that if any of the above statements are false, I am liable for any penalties that the law may provide. Further, if the address stated in #4 is within the Hopewell-Loudon Local School district, and if I move out of the district, I agree to pay the current daily rate of tuition (per day/per student) to cover the period during which any of the students listed in #1 illegally attended the Hopewell-Loudon Local Schools.

Parent/Guardian Signature Date Print Name of Parent/Guardian Phone Number

ONLY COMPLETE THE SECTION BELOW IF YOU ARE UNABLE TO PRODUCE THE DOCUMENTS SPECIFIED ABOVE IN #5, because you are living with family or friends. You must provide the information requested below (in a, b, and c) at the time of registration each school year.

(a) Name of person with whom you are residing _____
Relationship to the person with whom you are residing _____

(b) RESIDENCY AFFIDAVIT —To be completed by person listed in (a)

I certify by providing proof of residency as listed above in #5 that I am the owner or tenant of the dwelling located at the address listed above in #4. I further certify that the persons listed above in #1 and #2 actually reside at this dwelling and are not maintaining a separate residence, as that term is defined for public school admission, elsewhere. I certify that the above information is true and accurate and acknowledge that the Hopewell-Loudon Local School District may use any legal means to verify my address. I realize that should any of the above statements be false, I may be liable for any penalties for which the law provides. I further acknowledge that this certification is valid only for the 2026-2027 (current) school year.

Signature of Owner/Tenant Date

Print Name of Owner/Tenant Phone Number

Sworn to and subscribed before me
Notary Public _____

This _____ day of _____ 20____.
Commission Expires: _____

(c) To be completed by parent/guardian living in the home of person named in section (a)

Signature of Parent/Guardian Date

Print Name of Parent/Guardian Phone Number

Sworn to and subscribed before me
Notary Public _____

This _____ day of _____ 20____.
Commission Expires: _____