

REGIONAL SCHOOL DISTRICT NO. 7
BARKHAMSTED, COLEBROOK, NEW HARTFORD, NORFOLK
Post Office Box 656, Winsted, Connecticut 06098

Steven K. LePage
Superintendent of Schools
slepage@nwr7.org



James M. Gaskins
Director of Finance & Operations
jgaskins@nwr7.org

CHANGE OF ADDRESS FORM

Student Last Name	Student First Name	Grade

Required for Change of Address:

- Current mortgage bill, lease, rental agreement, deed or signed/dated home purchase agreement; **OR**

TWO of the following documents:

- Current utility bill
- Cable, satellite or internet provider bill
- A valid driver's license/non-driver ID with current address (no stickers)
- Change of address confirmation from the post office
- Property tax bill
- Current homeowner's or automobile insurance policy
- Current payroll stub, bank or credit card statement
- Current letter from a government agency (e.g., military, Social Security)
- Current proof of government benefits showing an address (disability, SNAP, etc.)

If the mailing address is a PO Box, the documentation must reflect **BOTH** the physical & the PO Box addresses.

Residency Affidavit

If you reside in someone else's home, or rent month-to-month with no lease, you must submit a notarized [Affidavit of Property Owner/Host](#) form. The host **MUST** adhere to the guidelines above.

Residing at new address (check all that apply): Student(s) Mother Father Guardian Other _____

Effective As Of: _____

New Address: _____

New Mailing Address: _____

Previous Address: _____

Parent Name (Print)

Parent Signature

Date

Return completed form and required documentation to mderochick@nwr7.org or your student's House Secretary

Questions? Please contact Michelle Derochick at 860-379-8525 x2506 or mderochick@nwr7.org.

****Residency and the student's eligibility to remain in Northwestern is subject to review at any time.****