

# DALLASTOWN AREA SCHOOL DISTRICT

700 New School Lane – Dallastown – PA 17313

Phone: 717-244-4021

## CHANGE OF ADDRESS FORM

(Instructions on Reverse)

### STUDENT INFORMATION

Name of Child	Birthdate	Grade	School

New Address \_\_\_\_\_

Previous Address \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION (complete sections 1 and 2 as applicable)

1. \_\_\_\_\_  
Parent/Guardian Full Name Home Phone \_\_\_\_\_  
\_\_\_\_\_  
Address (if different from student) Mobile Phone \_\_\_\_\_  
\_\_\_\_\_  
Email Address Work Phone \_\_\_\_\_  
\_\_\_\_\_  
Name of Stepparent (if applicable) Stepparent Mobile Phone \_\_\_\_\_

2. \_\_\_\_\_  
Parent/Guardian Full Name Home Phone \_\_\_\_\_  
\_\_\_\_\_  
Address (if different from student) Mobile Phone \_\_\_\_\_  
\_\_\_\_\_  
Email Address Work Phone \_\_\_\_\_  
\_\_\_\_\_  
Name of Stepparent (if applicable) Stepparent Mobile Phone \_\_\_\_\_

### STUDENT REGISTRATION AFFIDAVIT

In cases of divorce/separation, both parents must sign form to acknowledge that child/children will attend school in Dallastown Area School District, unless a court-signed custody agreement is in place and has been provided to the district.

This is to certify that I am the parent/guardian of the pupil(s) listed on this form. If I am leasing a property, I give the district permission to verify my occupancy at this address.

\_\_\_\_\_  
Parent Guardian 1 Signature Date Parent/Guardian 2 Signature Date

### FOR OFFICE USE ONLY:

#### 2 PROOFS OF RESIDENCY:

- |                                     |                          |                               |                          |                                       |                          |
|-------------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------------------|--------------------------|
| PA Driver's License/Photo ID        | <input type="checkbox"/> | Utility/Charge Account bill   | <input type="checkbox"/> | Contract - home purchase/construction | <input type="checkbox"/> |
| Proof of settlement                 | <input type="checkbox"/> | Homeowner/Renter insurance    | <input type="checkbox"/> | Vehicle registration/insurance        | <input type="checkbox"/> |
| State/Federal Program Enrollment    | <input type="checkbox"/> | Bank statement                | <input type="checkbox"/> | Tax Bill                              | <input type="checkbox"/> |
| Lease agreement – listed as tenants | <input type="checkbox"/> | C.O.A. at place of employment | <input type="checkbox"/> | Other _____                           | <input type="checkbox"/> |

DIVORCE/SEPARATION: yes no CUSTODY AGREEMENT? yes no SHARED RESIDENCY? yes no

COPIES SENT TO: Transportation  Special Education  Other School Buildings \_\_\_\_\_

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## INSTRUCTIONS:

When there is a change of address within the district, parents/guardians must present two proofs of address (one from List A and one from List B below). If the parent/guardian is not the owner/leaseholder, they must: 1) obtain a copy of the Shared Residency Affidavit from the school office; and 2) either immediately make arrangements with an outside notary to have the Shared Residence form notarized, or call the Central Registration office at 717-244-4021 to schedule an appointment with a district notary during regular office hours. A Shared Residency affidavit will require an additional two proofs of residency from the owner/leaseholder of the new address, as well as their notarized signature on the Shared Residency affidavit. We request updated address information within one week of your move. Completed Change of Address forms and related documentation can be returned to the school main office (for multiple children, the form will only need to be submitted to one school building, and will be forwarded by the office secretary from the first school building to the other school buildings listed for siblings. **Student records will be updated and transportation will be notified after receipt of all requested documentation.**

In cases of divorce/separation, court-approved custody agreements must be submitted to the school office as soon as possible.

### Proofs of Residency (one from each list):

#### List A

- Lease Agreement (This is **Required** if you are not the owner of the property. If you are not the owner of the property and cannot provide a lease, the owner/leaseholder will be required to attend with you. Please inform us prior to scheduling the appointment.)
- Current Utility Bill (Acceptable as List A item **only** if you are the Property Owner)
- Settlement Statement
- Real Estate Tax Bill

#### List B

- PennDOT issued Driver's License, Photo ID or Vehicle Registration
- Current Utility Bill (Cannot be used if chosen as Proof from List A)
- Charge account bill
- Homeowner's or Renter's insurance
- Vehicle insurance
- Change of address at place of employment
- State/Federal program enrollment
- Bank statement

Please contact the Central Registration Office at 717-244-4021 if you have any questions in regards to acceptable documentation.