

# Griffin-Spalding County Schools

## Notification of Change of Student Address



### Instructions - Form must be completed by Parent/Guardian only

#### I. New residency address is within current school's attendance zone:

- Take the completed form below to your school or to Central Registration along with 2 valid proofs of residency and your photo ID.

#### II. New residency address is in another Griffin-Spalding County school's attendance zone; Student transferring to new school:

- Complete withdrawal paperwork from your current school.
- Take the completed address change form along with the withdrawal paperwork and **valid proof of residency (See back of this form for acceptable proofs)** to Central Registration along with your photo ID.

*NOTE: If you have students attending multiple school levels, this form and proof of residency only needs to be furnished at one of the schools or may be brought to the Central Registration Center located in the Parent Service Center, 234 E. Taylor Street, 470-771-4259)*

### OLD Household Address

Residence Address \_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Household Telephone \_\_\_\_\_ Date Moved From Previous Residence \_\_\_\_\_

### NEW Household Address

Residence Address \_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Household Telephone \_\_\_\_\_ Date Moved To New Residence \_\_\_\_\_ Reason \_\_\_\_\_

**Will student(s) be riding the bus at this address?**  AM  PM  Student(s) will not ride the bus

### Change of Residence Type (Please Check One.)

- Household membership did not change.** Check this option if the **entire household** moved from the previous to the new address, with no additional household members added. All non-student household members will also be transferred to the new address indicated above.
- Household membership changed.** Check this option if the **household split or combined** with another household. The following steps are required:
- ✓ Complete a new Family Registration form, indicating current household information and relationships.
  - ✓ Provide change of custody papers or court orders if a parent / legal guardian's access to one or more students in this household has been restricted.

*NOTE: In absence of custody papers or court orders, we will continue to provide parents and legal guardians access to their child(ren) and their child(ren)'s educational records.*

### Students Moving to New Residency Address

Student Name	Date of Birth	Previous School	New School (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*I certify that the students listed above are full-time residents at the new household residency address provided on this form. I agree to present such additional proof of residency (such as electric bill, city water, etc.) as indicated on page 2 of this form. I acknowledge that the Griffin-Spalding County Board of Education in its operation of the Griffin-Spalding County School System has a legitimate interest in protecting and preserving the quality of the system and the rights of bona fide residents to attend public schools. I also acknowledge that the Board will rely upon this certificate in determining if the student is a bona-fide resident of Spalding County. I also acknowledge that if the proof of residency furnished the Board or as contained in this certificate is not correct, the student will be subject to withdrawal.*

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GSCS Employee Signature of Acceptance

## Proof of Residency Requirements

**Please submit one proof from each list with the change of address form.**

### ***ONE FROM THIS LIST:***

- *Copy of mortgage statement/payment – dated with name, address*
- *Copy of current property tax bill/statement of value*
- *Copy of rental agreement – this must include the names of all people living in the house, the name of the lease holder/company, expiration date, signatures or a mortgage agreement*

### **AND**

### ***ONE FROM THIS LIST:***

- *Copy of utility bill, telephone bill or cable TV bill – name and address must appear on statement. The utility company will provide a written verification.*
- *Copy of homeowner's insurance policy/receipt – must be dated and show name and address*
- *Income tax form with address – current year ONLY*