

## #HANGE OF ADDRESS/CHANGE OF CONTACT INFORMATION

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian must complete a change of address form and a new residency affidavit accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the **Main Office or Registrar's Office of your child's school**. Failure to submit a change of address form will result in the immediate placement of the student in the new school to which he or she is zoned.

EFFECTIVE DATE: \_\_\_\_\_ CURRENT SCHOOL: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS MOVING FROM: \_\_\_\_\_

ADDRESS MOVING TO: \_\_\_\_\_

Is the change of address due to temporary loss of housing?  NO  YES

**CURRENT CONTACT INFORMATION:**

HOME PHONE #: _____	STUDENT CELL PHONE #: _____
MOTHER'S CELL #: _____	MOTHER WORK #: _____
FATHER'S CELL #: _____	FATHER'S WORK #: _____
GUARDIAN'S CELL #: _____	GUARDIAN'S WORK #: _____
OTHER PHONE #: _____	NAME: _____
EMAIL: _____	

SIBLINGS CURRENTLY ENROLLED IN APS	SCHOOL	GRADE

**Attach the following items for address change: (1) new lease, mortgage statement, closing statement, and (2) new Georgia power bill or Georgia Power Letter of Residency.**

The policy of Atlanta Public Schools is that each student must attend school where he or she is zoned. Students who move may attend the school they move from for a limited time. If a student or his/her family moves during the school year to a different attendance zone, that student will be allowed to attend school in his or her current school until the end of the semester in which the move occurred provided that:

1. the student moved after the semester started;
2. the parent/legal guardian completes and submits a change of address form within fourteen (14) days of the establishment of the new residence;
3. student meets attendance and behavior criteria; and
4. the school is not exceeding capacity.

If the new residence is outside the City of Atlanta, tuition is required. Personal checks and cash are not accepted. Tuition payments are accepted in the form of money order or cashier's check. Transportation is not provided for any student allowed to continue in an out of zone school after a change of residency.

***I verify this information is true and correct.***

\_\_\_\_\_  
Parent/Legal Guardian Name (Please print clearly)

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

\_\_\_\_\_  
Date

Office Use Only

New address within current school zone:  Yes  No

New zone school: \_\_\_\_\_

Withdrawal:  Immediate  End of Semester: \_\_\_\_\_

Tuition Required:  NO  YES

\*\*Amount of Tuition Due: \_\_\_\_\_

\*\*Contact Student Relations at 404-802-2233 for tuition amount and payment requirements

In cases of students residing in a temporary location or who otherwise are considered homeless, see board policy [JBC\(1\) Homeless Students](#) or contact the Homeless Liaison at 404-802-2245.