



LEGAL ADDRESS CHANGE FORM

Under Virginia statutes (Code of Virginia, §22.1-3) public schools in each school division shall be free to each person of school age who resides within the school division. Documents submitted for admission of any child to public schools in Commonwealth shall include the street address or route number of each pupil's residence. (Code of Virginia, §22.1-4.1)

"In case of a family moving within the city during the school year, the student will be entitled to placement in the school serving his/her new zone of residence or he/she will be permitted to remain in the school of original assignment for that school year. Transportation to the original school will not be guaranteed but the student will be permitted to use available bus connections without special arrangements or scheduling. Membership in the original school will be denied if the student does not remain in good standing regarding attendance and conduct. Good standing will include factors such as violations of the attendance policy, habitual tardiness and frequent or excessive discipline violations." (School Board Policy – JCA)

This document will serve as official authorization for a change of address on my child's record.

STUDENT NAME: _____
(LAST) (FIRST) (MI)

STUDENT NUMBER: _____ **DATE OF BIRTH** _____

SCHOOL ENROLLED: _____

PREVIOUS ADDRESS: _____
(STREET INCLUDING APARTMENT)

(CITY) (STATE) (ZIP CODE)

NOTE: In order to change a student's address, proof of legal residence must be provided with this form. (Code of Virginia, §22.1-3)

Attach item accepted as proof of residence:

- Lease/Contract/Mortgage on legal residence
- Current utility bills-Must show name, current date and address (Ex. - Electric/Gas/Water/Sanitation)

Documentation **NOT** accepted – Driver's License, Personal Checks, Phone/Cell bill, Cable bill.

NEW ADDRESS: _____
(STREET INCLUDING APARTMENT)

(CITY) (STATE) (ZIP CODE)

HOME NUMBER: _____ **WORK NUMBER:** _____

CELL NUMBER(S): _____

SIGNATURE: _____ **DATE:** _____
(PARENT/LEGAL GUARDIAN)

SUBMIT CHANGE FORM AND SUPPORTING DOCUMENTS TO SCHOOL WHERE CURRENTLY ENROLLED

OFFICE USE ONLY:

NEXT ZONED SCHOOL ASSIGNMENT based on address change: _____

PROCESSED BY: _____ **DATE:** _____