

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

Address (if different from student)

Email Address

Name of Stepparent (if applicable)

Home Phone

Mobile Phone

Work Phone

Stepparent Mobile Phone

2. _____
Parent/Guardian Full Name

Address (if different from student)

Email Address

Name of Stepparent (if applicable)

Home Phone

Mobile Phone

Work Phone

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
Proof of settlement
State/Federal Program Enrollment
Lease agreement – listed as tenants

Utility/Charge Account bill
Homeowner/Renter insurance
Bank statement
C.O.A. at place of employment

Contract - home purchase/construction
Vehicle registration/insurance
Tax Bill
Other _____

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 contact the Central Registration office immediately at 717-244-4021 to set up an appointment for a Shared Residence Affidavit. We request updated address information within one week of your move. Completed Change of Address forms 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.