



PHELPS-CLIFTON SPRINGS SCHOOL DISTRICT
Change of Address Requirements

STUDENT NAME(S):

NEW ADDRESS:

DOES YOUR HOME PHONE # CHANGE? If YES, NEW # IS: _____

In order to help expedite your address change in the district, please bring the following information with you:

**RESIDENCY REQUIREMENTS
HOMEOWNER**
Must bring the following:

- Mortgage Statement *OR*
- School Tax Bill *and*
- One Utility Bill

Documents must list name and address on them

**RESIDENCY REQUIREMENTS
RENTER**
Must bring the following:

- Current Signed Bonafide Lease
AND
- One Utility Bill (latest copy may be provided within 30 days)
Examples: RGE, Phone, Cable, Water

RESIDENCY REQUIREMENTS

LIVING WITH: NOTARIZED SHARED HOUSING AFFIDAVITS TO BE SIGNED BY HOMEOWNER AND APPLICANT.

- **Proof of Homeowner's Residency** (See above listed requirements)
- **Applicant Proof: 3 Documents with your name and address on them.**
Examples: Utility Bills, Driver's License, Credit Card Bill, Auto Insurance Bill, Mortgage Statement, Tax Bill

Subject to District Residency Official's Approval

8/31/17

Once documents are filed and address has been updated, cc: Bus Garage