

# CHANGE OF ADDRESS AND/OR GUARDIAN FORM

Date:	Time:	Taken by:	Entered by:	SASID #	East Hartford Student ID #
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## STUDENT INFORMATION

First Name		Middle Name		Last Name	
<input type="checkbox"/> Change Address <input type="checkbox"/> Change Guardian <input type="checkbox"/> Change (Other) <input type="checkbox"/> Add Guardian		Bilingual: <b>Y/N</b>		Gender: <b>F/M</b>	
From: #		School Name		Exit Date	
Transportation <b>R / W</b>		To: ##		School Name	
		Start Date		Grade	
				SpEd: <b>Y/N</b>	
				Entry Code:	
<input type="checkbox"/> Lease-w/dates: _____ to _____		<input type="checkbox"/> Cert/Res		Apt	
Student Address		Zip Code		Home Phone 860 - 959 -	
Previous Address					

## CONTACT INFORMATION - Any Parental Restrictions   No   Yes - Court Documentation Required

† Mother † Father † Guardian † Foster			† Mother † Father † Guardian † Foster			Stepmom Stepdad † DCF † Relative			† Stepmom † Stepdad † Parole Off † Surrogate		
First Name:			First Name:			First Name:			First Name:		
Last Name:			Last Name:			Last Name:			Last Name:		
Apt #:	Floor	Zip Code:	Apt #:	Floor:	Zip Code:	Apt #:	Floor:	Zip Code:	Apt #:	Floor:	Zip Code:
Home Address:			Home Address:			Home Address:			Home Address:		
Home Phone: 860 __ 959 __			Home Phone: 860 __ 959 __			Home Phone: 860 __ 959 __			Home Phone: 860 __ 959 __		
Cell Phone: 860 __ 959 __			Cell Phone: 860 __ 959 __			Cell Phone: 860 __ 959 __			Cell Phone: 860 __ 959 __		
Employer Name:			Employer Name:			Employer Name:			Employer Name:		
Work Phone: 860 __ 959 __			Work Phone: 860 __ 959 __			Work Phone: 860 __ 959 __			Work Phone: 860 __ 959 __		
PO Box Address:			PO Box Address:			PO Box Address:			PO Box Address:		
Home Email:			Home Email:			Home Email:			Home Email:		

Sibling name:	DOB:	School:	I hereby declare, under penalties of perjury, that all information supplied on this form is correct to the best of my knowledge. I understand that if any of this information is incorrect and the student is not entitled to enroll tuition-free as an East Hartford resident, the student shall be discharged from the East Hartford school system and the prevailing tuition charge assessed against me for each day the student is enrolled.
Sibling name:	DOB:	School:	
Sibling name:	DOB:	School:	
Sibling name:	DOB:	School:	
Signature of Parent/Guardian/DCF			Date

## Proof of Residence

If you are unsure whether you have the appropriate documents to change your address within the East Hartford Public School District or you need additional information, please contact the Central Registration Office for assistance.

You can demonstrate that you live in the East Hartford Public School District by providing Central Registration with one item from each of the three categories below. All items must be less than 60 days old and reflect current address.

Category A	Category B	Category C
<ul style="list-style-type: none"> <li>➤ Current mortgage statement and/or mortgage coupon book</li> <li>➤ Copy of current lease signed and dated</li> <li>➤ Legal affidavit* from landlord affirming tenancy and copy of current rent payment</li> <li>➤ Section 8 agreement</li> <li>➤ Copy of property deed.</li> </ul> <p style="margin-top: 20px;">*Affidavits are available online or from the Central Registration Department of East Hartford Public Schools.</p>	<ul style="list-style-type: none"> <li>➤ Current utility bill (gas, electric, or propane) or work order showing service address (not older than 60 days)</li> <li>➤ Phone bill (landline only)</li> <li>➤ Cable, Satellite Service, or internet provider bill</li> <li>➤ Water bill</li> </ul>	<ul style="list-style-type: none"> <li>➤ A second utility bill</li> <li>➤ A valid driver's license with current address</li> <li>➤ Valid Connecticut non-driver's photo-identification with address</li> <li>➤ Voter registration</li> <li>➤ Cell phone bill (not older than 60 days)</li> <li>➤ Property tax bill</li> <li>➤ Current homeowner's or auto insurance policy face page</li> <li>➤ Current payroll stub</li> <li>➤ Current bank or credit card statement</li> <li>➤ Current letter from a government agency (e.g., military, Social Security)</li> <li>➤ Change of address card from the post office</li> <li>➤ Delivery receipt</li> <li>➤ Storage Bill</li> <li>➤ Any other form of documentation relevant to demonstrating residence in East Hartford.</li> </ul>

**Note:** We cannot accept self-addressed envelopes, "Shut Off" notices or "junk mail." If you do not have three items from the categories above, we will work with you to find acceptable documents to establish residency.