



Notification of Change of Student Address

Instructions

Please complete this form within 5 days of moving to a new address:

- I. **New residency address is within current school's attendance zone:**
 - Take this completed form to your school along with two valid proofs of residency
- II. **New residency address is in another Hall County school's attendance zone and student is transferring to new school:**
 - Complete withdrawal paperwork from student's current school
 - Take this completed address change form, two valid proofs of residency, and withdrawal documentation to your new school
- III. **New residency address is in another Hall County school's attendance zone and student wishes to remain in current school:**
 - Take this completed address change form and two valid proofs of residency to your current school
 - Complete HB 251 In-District Transfer Application and submit to Joy Morris at HCSD district office
 - If In-District transfer is approved, student will remain enrolled at current school
- IV. **New residency address is outside of the Hall County School District and student is transferring to new school district:**
 - Complete withdrawal paperwork at current school within 5 days of move
 - Contact new school district for enrollment procedures
- V. **New residency address is outside of the Hall County School District and student wishes to remain in current school:**
 - Take this completed address change form and two valid proofs of residency to your current school within 5 days of move
 - Complete Out-of-District (Tuition) Application and submit to Joy Morris at HCSD district office within 5 days of move
 - If Out-of-District Application is approved, student will pay tuition and remain enrolled at current school

Previous Household Address

Previous Residence Address	Mailing Address	City	State	Zip
Primary Phone Number		Date Moved to this Residence		

New Household Address

New Residence Address	Mailing Address	City	State	Zip
Primary Phone Number		Date Moved to New Residence		

Change of Residence Type (Please Check One.)

- ☐ **Household membership did not change.** Check this option if the entire household moved from previous address to the new address, with no additional household members added. All non-student household members will also be transferred to the new address indicated above.
- ☐ **Household membership changed.** Check this option if the household split or combined with another household. The following steps are required:
- ⇒ Complete a new Family Registration form, indicating current household information and relationships.
 - ⇒ Provide written explanation of the circumstances of the household membership change of which the school system should be aware.
 - ⇒ Provide custody papers/court orders if parent/legal guardian's access to one or more students in this household has been restricted.

*NOTE: In absence of custody papers or court orders, we will continue to provide parents and legal guardians access to their child(ren) and their child(ren)'s educational records.

Students Moving to New Residency Address

Student Name	Date of Birth	Previous School	New School (if applicable)
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Proof of Residency Options

Two (2) Proofs of Residency are Required: Please submit two proofs of residency documents from Option 1 or Option 2 below:

Option 1: If you currently own or rent your residence, please provide **the following two documents** that reflect your current address (primary residence):

- I. A current utility bill (within 30 days). This can include gas, electric, water, or cable/satellite;

AND

- II. **One** of the following:

A deed; property tax statement; mortgage statement; non-contingent sales contract; or current lease/rental agreement signed by both the owner and lessee of the residence

Option 2: If you are unable to provide proof of residency in your name, please **provide the following two documents:**

- I. Hall County School District Residency Affidavit

AND

- II. **One** of the following:

- a) A current utility bill (within 30 days) reflecting your current address **in your name:** This can include gas, electric, water, or cable/satellite; OR
- b) **Your** current income tax return; paycheck stub; homeowner's or renter's insurance policy; Medicaid card; or other official correspondence from a government agency; OR
- c) A current utility bill (within 30 days) in the **property owner's** name. This can include gas, electric, water, or cable/satellite; OR
- d) A current mortgage statement, deed, or property tax statement in the **property owner's** name; or a lease/rental agreement signed by the owner and the lessee of the residence

Signatures

I certify that the students listed above are full-time residents at the new household residency address provided on this form. I agree upon request by the school to present such additional proof of residency (such as electric bill, city water, etc.) as shall be reasonably required. I acknowledge that the Hall County Board of Education in its operation of the Hall County School System has a legitimate interest in protecting and preserving the quality of the system and the rights of bona fide residents to attend public schools on a preferred tuition-free basis. I also acknowledge that the Board will rely upon this certificate in determining if the student is a bona-fide resident of Hall County.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date