

# CHANGE OF ADDRESS



**MECHANICVILLE**  
CITY SCHOOL DISTRICT

If you have moved or are moving from one home to another in the Mechanicville City school District, you must fill out this form and return it to your student's school or the District Registrar. Two (2) copies of Proof of Residency are required along with this form. Proof of Residency must display your name and new address and must be within the last 30 days.

**Acceptable Proofs of Residency include:**

**Form One (1)** - Lease Agreement, Mortgage Statement, signed Rent Receipt, Notarized statement by landlord or tenant on lease establishing presence in the school district.

**Form Two (2)** - Utility Bill, Landline Bill, Cable TV/Internet Bill, Tax Documents (Local/State/Federal), Homeowner/Renter's Insurance, Passport/Gov't Issued ID, Voter Registration Documents, Recent Paystub

Submit this form and required proofs of residency to the Main Office. This form and proofs are required to change your student's mailing address and bus assignment.

Once the form is received, please allow 3-5 business days for changes to occur.

## TO BE COMPLETED BY PARENT/GUARDIAN

Effective Date of move: \_\_\_\_/\_\_\_\_/\_\_\_\_

New Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_

Please list ALL occupants, adult and children, living at this address (include school and grade if applicable)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School: \_\_\_\_\_ Gr: \_\_\_\_\_

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## FOR DEPARTMENT USE ONLY

**Date Stamp Here**

Transportation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Registrar: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received By: \_\_\_\_\_