

# Change of Address

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

New Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Telephone Number \_\_\_\_\_

**You must submit proof of residency.**

**Proof of Residency (Proof that family lives in Gwinnett County attendance zone)**

*Present one of the following (must include address):*     *AND*

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current paycheck stub
- Current residential property tax statement or bill
- Current warranty or quick claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Third-person affidavit of residency (notarized residency affidavit, *see below*)

*One of the following:*

- Current gas bill
- Current water bill
- Current electric bill

**About Proof of Residency**

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

*If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:*

1. Notarized Residency Affidavit (available at school) including:
  - Signature of person with whom the family is living,
  - Apartment manager's signature, if applicable
2. Proof of residency for person with whom family is living (*see above*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date