



### CHANGE OF ADDRESS FORM

If you have moved or are moving from one home to another in the Waterford-Halfmoon School District, you must fill out this form and return it to the District Registration Office. **Two (2) copies of Proof of Residency are required along with this form.** Proof of Residency must display your name and new address.

**Acceptable Proofs of Residency include:** current utility bill, updated driver's license or state issued identification card, rental/lease agreement, home deed or closing papers, auto insurance, or a notarized letter from your landlord. If you have any questions regarding what documents qualify as valid Proof of Residency, please call the Registrar's Office at (518) 237-0800 x3314.

Submit this form and Proofs of Residency to the District Registration Office at 125 Middletown Road, Waterford, NY 12188 in person, by US Mail, email at [kmulligan@whufsd.org](mailto:kmulligan@whufsd.org), or fax. **This form and proofs are required to change your student's bus assignment.** Once the form is received by District Registration, please allow 3-5 days for processing.

#### TO BE COMPLETED BY PARENT/GUARDIAN

(PLEASE PRINT)

Effective date of move: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

New Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Updated Phones: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell)

Mailing Address (if different): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Please list **ALL** occupants, adults and children, living at this address (include school and grade of students):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

#### FOR DEPARTMENT USE ONLY

Date Stamp Here Transportation: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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