

# Academy School District Twenty

## Student Change-of-Address Form

Change of Address Form (PDF format – Requires Adobe Acrobat Reader)

Please complete this form. Incomplete forms will not be processed. Bring this completed form and address verification to your child's current school or Central Registry, 1110 Chapel Hills Drive, along with one of the following verification for the new address: Warranty Deed, Bill of Sale, Settlement Statement from Closing, Current El Paso County Property Tax Notice, Current Rental Agreement, or Quarters Assignment Lease. Complete one form for each student.

Today's date: \_\_\_\_\_ **Date of the move to the new residence:** \_\_\_\_\_

This change is for: (circle one) Student & Both Parents    Student & Mother    Student & Father    Mother Only    Father Only

If the change is for **one parent** only, **circle the parent** who has the **residential custody**.    Mother    Father

Student's full name: \_\_\_\_\_

School attending now: \_\_\_\_\_ Current grade: \_\_\_\_\_

Will this be a change of school for this student for the current school year? (circle one)    Yes    No

If "yes" what is the new neighborhood school \_\_\_\_\_

Date of the student's first day at the new school \_\_\_\_\_

**\*\*Will this be a change of school for the following school year?    Yes    No**

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Old street address: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Email (circle one) Both Parents    Father    Mother \_\_\_\_\_

+++++

New street address: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Email (circle one) Both Parents    Father    Mother \_\_\_\_\_

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Do not write below this line. For Central Registry Use Only

\_\_\_\_ LOC ES  
\_\_\_\_ LOC MS  
\_\_\_\_ LOC HS

Date changed in Database: \_\_\_\_\_  
Entered by: \_\_\_\_\_

*I understand transportation may not be provided. I understand I am encouraged to phone District 20 Transportation at 234-1410 for more information.*

*I understand my child has three options regarding the school my child may attend as long as we continue to reside in District 20. (1) My child may remain at this current school/feeder school indefinitely. Doing so means my child relinquishes all rights to any seat in any other school, including the school located within the attendance area of our new residence. If I want my child to attend a school other than the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window. (2) My child may begin attending the school located within the attendance area of our new residence immediately. Doing so means my child relinquishes all rights to any seat in the current school/feeder school or any other school. If I want him/her to return to the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window. (3) My child may remain at this current school/feeder school until some specified date later this school year. This specified date must be at the end of a regular grading period (usually, the end of the quarter). Once the move is made, my child relinquishes all rights to any seat in the current school/feeder school. If I want my child to return to the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window.*

*I understand the move of my child to the school located within the attendance area of our new residence, whether now or later may result in my child being overflowed to a third school due to space limitations. I am encouraged to contact Central Registry (234-1200) to determine if space is available.*

*I understand the assignment of my high school athlete to another school may impact their eligibility to play varsity sports. I am encouraged to contact the new school's athletic director before submitting this Change of Address form.*

*I understand District Twenty reserves the right to revoke any offer deriving from this Change of Address form if facts contrary to what is stated herein are discovered.*

**\*\*\*BOTH PARENTS MUST SIGN THIS CHANGE OF ADDRESS FORM, EVEN IF PARENTS DO NOT RESIDE IN THE SAME HOUSEHOLD, IN ORDER FOR CHANGE OF ADDRESS FORM TO BE PROCESSED\*\*\***

_____	_____
Father's Signature	Date
_____	_____
Mother's Signature	Date

Step-parents are not considered legal guardians unless they have legal guardianship paperwork which must be provided to D-20.

Updated Transportation information will be posted to the extended parent portal approximately 24 hours after the change of address has been posted to your account.

This signature page must be signed and dated. **It must be given to the office of your student's current school or Central Registry, 1110 Chapel Hills Drive, Colorado Springs, CO.**