



# Upper Arlington Schools

## Change of Address Form

2020 Builders Place • Columbus, OH 43204 • 614-487-5220 • 614-487-5380(fax)

In order for this Change of Address to be processed, you must provide this completed form, your photo ID and Proof of Residency \*.

Date Received: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Student Names(s) First and Last	Student Number	Grade	Current School	New School

Previous Address (Street, City, Zip):

New Address (Street, City, Zip):

If lease, expiration date and renewal terms \_\_\_\_\_

Custodial Parent Completing Form (Print): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Custodial Parent Signature: \_\_\_\_\_

Has there been any change in custodial parents' marital status?  YES  NO

If answered yes, you must provide current court orders/decrees

Non-residential Parent Address and Phone Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Office Use Only  
Received by: \_\_\_\_\_  
PS \_\_\_\_\_ Email \_\_\_\_\_  
CUM \_\_\_\_\_

- \*Items accepted for Change of Address Processing
- **Current Mortgage Statement** with the name(s) of parent(s)/guardian(s) listed.
  - **Summary page from the Franklin County Auditor's Office** website
  - **Current, Signed Rental/Lease Agreement** with name(s) of parent(s)/guardian(s) and ALL residents listed including students/children's names
  - **Purchase/Contract Agreement** to buy property.
  - **Residency Affidavit form 511f2b** if you are living with a relative who resides within the district. The homeowner must provide proof of residency. **The Affidavit must be renewed at the beginning of each school year.**