



# Upper Arlington Schools

## Change of Address Form

2020 Builders Place • Columbus, Ohio 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 Name(s) (First and Last)	Student Number	Current Grade	Current School	New School (office use only)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Old Address (Street, City, Zip):

\_\_\_\_\_

New Address (Street, City, Zip):

\_\_\_\_\_

If lease, expiration date \_\_\_\_\_

Has there been any change in the custodial parents' marital status?    \_\_\_YES    \_\_\_NO

Has there been any change in the custodial parents' living situation?    \_\_\_YES    \_\_\_NO

Has new documentation been provided for changes listed above?    \_\_\_YES    \_\_\_NO

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

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

Contact Phone Number(s): \_\_\_\_\_

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

### \*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** (click [here](#)).
- **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/lease property.
- **Residency Affidavit form 511f2b** (click [here](#)) if you are living with a relative who resides within the district. The homeowner must provide proof of residency.
- **Current Voter Registration Card.**
- **Current Tax Statement.**

Office Use Only

Received by: \_\_\_\_\_

PS \_\_\_\_\_ EMAIL \_\_\_\_\_

CUM \_\_\_\_\_