



Academy School District 20

Student Change of Address Form

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

Please complete this form, front and back, **one for each affected student**. Incomplete forms will not be processed. Bring the **completed, signed form(s) and address verification** to Academy School District #20 Central Registry, 1110 Chapel Hills Drive. Accepted address verification for the new address is one of the following documents:

- Warranty Deed
- Bill of Sale
- Settlement Statement from Closing
- Current El Paso County Property Tax Notice
- Current Rental Agreement
- Quarters Assignment Lease

Today's date: _____ Date of move to new residence: _____

This change is for (circle one):

- Student & Both Parents
- Student & Mother
- Mother Only
- Student, Parent & Step-Parent
- Student & Father
- Father Only

If the change is for **one parent** only, circle the parent who has 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 student's first day at new school _____

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

Former Street Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____

NEW Street Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____

CONTINUE TO NEXT PAGE

DO NOT WRITE IN THIS BOX; FOR CR USE ONLY	
_____ ES	Date changed in database: _____
_____ MS	Entered by: _____
_____ HS	

- *I understand transportation may not be provided due to this address change. I understand I may contact Academy School 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 Academy School 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 Academy School District Twenty reserves the right to revoke any offer derived from this Change of Address form if facts contrary to what is stated herein are discovered.*
- **PLEASE NOTE that** step-parents are **not considered legal guardians** unless they have legal guardianship paperwork which must be provided to Academy School District 20.
- **PLEASE NOTE that** updated transportation information will be posted to the Extended Parent Portal. Call Transportation at 234-1410 if you have questions.

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

Father's Signature	Date
Print Father's Name	
Mother's Signature	Date
Print Mother's Name	