



Dallastown Area School District

700 New School Lane
 Dallastown, Pennsylvania 17313-9242
 (717) 244-4021 ext. 4294 Telephone
www.dallastown.net

Central Registration

Change of Address Form

Student Information: (List all students affected by the change of address)

Name of Child	DOB	Grade	School

New Address Information:

Apt. #	Street #	Street Name	Town	State	Zip Code
				PA	

Old Address Information:

Apt. #	Street #	Street Name	Town	State	Zip Code
				PA	

Parent(s)/Guardian(s) Information:

Is there an existing Custody Order? _____

Name:	DOB	Relationship	Phone #	Email	Work #

Name:	DOB	Relationship	Phone #	Email	Work #

Residency Proofs: When there is a change of address within the district, parents/guardians must present two new [residency proofs](#).

The following documents are requested to complete every change of address:

1. Valid [PA photo identification](#) with your current address

- If you've moved into PA within the past two months, we request proof you are obtaining a PA identification
- If you are a PA resident and have moved within the last 15 days, we request a change of address card
- If there are complications preventing you from obtaining a valid PA photo ID please submit the valid photo ID currently in your possession.

2. **Two proofs of residency** (listing your name) **one from each list:**

- a. **List A** – Settlement Statement, Lease/Rental Agreement, Real Estate Tax Bill
 - b. **List B** – Vehicle registration, current utility bill, paycheck stub with employer address and employee address, current voter registration, state/federal program enrollment, bank statement
- If you are an occupant in the home of another resident -
 1. Obtain and complete a [Shared Residency Affidavit](#) from the district enrollment web site or school office; **and**
 2. Plan to have the Shared Residence form notarized or call the Central Registration office at 717-244-4021 to schedule an appointment with the district notary during regular office hours (free service).

Shared Residency affidavit will require:

1. Two proofs of residency from the **owner/leaseholder** of the new address; **and**
2. Owner/leaseholder's notarized signature on the Shared Residency affidavit.

Student records will be updated, ***and transportation*** will be arranged **after** receipt of all requested documentation.

_____ I authorize Dallastown School District to investigate the above information for confirmation and accuracy.

_____ I verify that the information contained in this change of address is true and correct to the best of my knowledge, information and belief. I understand should it be determined that enrollment was not based on true statements of fact, either now or in the future, I shall then be liable to reimburse the school district at the [annual tuition](#) rate for illegal attendance in the Dallastown Area School District.

1. _____ Date: _____
 Parent/Guardian (1) signature

2. _____ Date: _____
 Parent/Guardian (2) signature