



South Windsor Public Schools

1737 Main Street • South Windsor, CT 06074

Phone: (860) 291-1200; Fax: (860) 291-1291

www.southwindsorschools.org/registration

CHANGE OF ADDRESS REQUEST FORM

Pursuant to Section C.G.S. 10-186(b)(1), in order to attend South Windsor Public Schools, a student must reside in the Town of South Windsor. A student's primary residence is the place where s/he dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life. The primary residence of a minor child is normally presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child.

If your address changes after you have enrolled in South Windsor Public Schools, you must provide proof of residency documents to our central registration office. Special circumstances may be referred to the Superintendent's Office.

Three proof of residency documents are required – one from category A and two from category B. Residency documents are required to be less than six (6) months old and contain a valid South Windsor address.

Category A – Property Rights (one document)

- Mortgage statement
- Property tax bill
- Ownership deed
- Lease/rental agreement
- Sales contract
- Notarized Residency Affidavit

Category B – Property Occupancy (two documents needed)

- Utility bill
- Valid driver's license plus auto registration **or** auto insurance card
- Voter's registration
- Delivery receipt of major appliance/furniture
- Current homeowner's insurance declaration page
- Connecticut State ID with current address

STUDENT INFORMATION

Please update our family address (as noted above) for the following children:

Student Last Name, First Name	School	Grade	Student ID #
1.			
2.			
3.			

Child(ren) reside(s) with (check all that apply): ☐ Mother ☐ Father ☐ Guardian ☐ Stepmother ☐ Stepfather ☐ Other

NEW ADDRESS INFORMATION

New Address, City, Zip	Date You Will Reside at New Address
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PARENT/GUARDIAN INFORMATION --- Primary Contact (must be the person with whom the child resides):

Last Name, First Name		
Home Phone	Cell Phone	Work Phone
Other Parent Address (if different from above)		

Signature of Parent/Guardian identified above: _____

Date: _____

(For Office Use Only)

PowerSchool Fields to Update:
Notify the following by email:

☐ Address

☐ Transportation

☐ Custom Parent Screens

☐ Food Services

☐ Demographics

☐ CREC/Choice

☐ Proof of residency documents provided

☐ Siblings

☐ Special Svcs.