



Stafford Public Schools

16 Levinthal Run
Stafford, Springs, CT 06076
860-684-2208 Extension 6
registrar@stafford.k12.ct.us

CHANGE OF ADDRESS REQUEST FORM

Pursuant to Section C.G.S. 10-186(b)(1), in order to attend Stafford Public Schools, a student must reside in the Town of Stafford. 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 Stafford Public Schools, you must provide proof of residency documents to our Registrar's Office. Special circumstances may be referred to the Superintendent's Office.

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

Category A – Property Rights

- Mortgage statement
- Ownership deed
- Lease/rental agreement

Category B – Property Occupancy

- Current utility bill AND Residency Affidavit
- Valid driver's license plus car registration, copy of personal property tax bill for the car from the Town of Stafford AND Residency Affidavit

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
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Other Parent Address (if different from above)
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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. _____