

FLEMING ISLAND HIGH SCHOOL
CHANGE OF ADDRESS FORM (Please complete and return to the Guidance Office)

STUDENT NAME: _____

FORMER ADDRESS: _____

NEW ADDRESS: _____

HOME PHONE #: _____

Proof of Residency

Clay County School District requires detailed proof of residency provided by a parent/guardian or adult student. Follow the requirements below that best describe your living situation.

If you are **HOMEOWNER**, you **MUST** provide the following **three** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide **one** additional document showing current address from the list below:

- | | |
|--|--|
| <input type="checkbox"/> Homeowners insurance policy | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Paycheck stub |
| <input type="checkbox"/> Property tax record | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Termite bond | |

If you are a **RENTER**, you **MUST** provide the following **three** documents:

- Current lease with the names of everyone living in the household listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide **one** additional document showing current address from the list below:

- | | |
|--|--|
| <input type="checkbox"/> Renters insurance policy | <input type="checkbox"/> Paycheck stub |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Vehicle registration | |

If you are **living with a person who owns their home**, the *homeowner* **MUST** provide the following **four** documents:

- Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Homeowner's* Acknowledgement form
- Driver's license/Florida ID with current address

AND

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *homeowner*

You **MUST** provide **one** additional document showing current address from the list below:

- | | |
|---|---|
| <input type="checkbox"/> Bank statement | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Cell phone statement | <input type="checkbox"/> Paycheck stub |

If you are living with a person who is a renter, the *renter* MUST complete:

- Notarized *Homeowner's Acknowledgement* form

AND

The renter **MUST** provide the following **three** documents:

- Current lease
- One current utility bill dated within 30 days (For new services an activation notice may be accepted.)
- Driver's license/Florida ID with current address

AND

You **MUST** provide:

- Declaration of Domicile
- Driver's license/Florida ID showing the address of the *renter*

You **MUST** provide **one** additional document showing current address from the list below:

- Bank statement
- Cell phone statement
- Vehicle registration
- Paycheck stub
- Credit card statement

Verifying Residence for the District:

All addresses and changes of address are subject to verification. All student residence addresses and all documents submitted for verification are subject to validation by district staff. Students who are suspected of residing outside of Clay County or in an attendance zone not designated for that student—unless having an approved SPR – will be reported to the district for residency verification.

The district has the authority to verify enrollment information provided by the parent and to reassign a student based upon the investigative determination. A student who is found to be attending an out-of-zone school as the result of giving false or misleading information at registration, shall immediately be transferred to the appropriate school OR withdrawn and referred to the county of legal residence. Any disagreement regarding the investigative finding(s) will be reviewed by the Superintendent or his/her designee.

Parent(s) residing in Clay County or in another district requesting their child live with someone other than the parent/guardian must show documented evidence of physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. If not, that person must have guardianship of the student(s).

Return completed form to:

**FLEMING ISLAND HIGH SCHOOL
2233 VILLAGE SQUARE PKWY
FLEMING ISLAND, FL 32003
(904) 336-7661**

PARENT SIGNATURE: _____

DATE: _____