



NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT

**Welcome Center
55 North High Street
New Albany, OH 43054
614-413-7134**

STUDENT’S CHANGE OF ADDRESS FORM

Families who move within the school district will need to complete a change of address form and provide proof of residency. Documents that are accepted to prove residency include: mortgage deed, real estate tax statement, current signed lease listing all occupants and voter’s registration card **along with** a current gas or electric bill.

Other forms that may need to be completed are: 90 day waiver or families residing with relatives or friends form.*

The documents must show the parent/guardian’s name and address in the school district.

*Forms can be found at www.napls.us

Effective date: _____

Please list all students who reside at this address.

Student Name(s)	Grade	School of Attendance

Previous Address:

Street Address	City and Zip Code	Phone Number

New Address:

Street Address	City and Zip Code	Phone Number

Has there been a change in the residential parents’ marital status? Yes No
If answered yes, please provide the current court order or decree.

Non-residential Parent Address and Phone Information:

Parent Name	Street Address	City and Zip Code	Phone Number

PARENT/GUARDIAN CERTIFICATION

I state that the information provided is true and correct. I am aware that the New Albany-Plain Local School District may use any legal means to verify my residence. **I understand that falsification of information may be cause for withdrawal of my child from the New Albany-Plain Local School District and subject me to the applicable civil and criminal penalties.**

Parent Signature Date

District Registrar Date