



560 SE University Avenue • Waukee, Iowa 50263-8171  
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## Change of Address

*Please note: when a currently enrolled student has a change of address, or transfers within the school district, residency **MUST** be verified at the District Office. **There will be NO exceptions.** All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a power bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.*

Parent Name(s) \_\_\_\_\_

Student Name(s) \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### Acceptable Proofs of Residency

Types of Residency	You need to
<p><b>A homeowner</b></p> <p><b>You may obtain property owner information from Dallas County at</b>            You may obtain property owner information from Dallas County at <a href="https://beacon.schneidercorp.com/Application.aspx?AppID=909&amp;LayerID=17429&amp;PageTypeID=2&amp;PageID=7823">https://beacon.schneidercorp.com/Application.aspx?AppID=909&amp;LayerID=17429&amp;PageTypeID=2&amp;PageID=7823</a></p>	<p>Provide either of the following:</p> <ul style="list-style-type: none"> <li>• A copy of your most recently paid property tax bill with the section, block and lot number, and return to the district office <u>or</u></li> <li>• A copy of a recent mortgage statement and return to the district office.</li> </ul> <p>The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.</p>
<p><b>Recently closed on a new home</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A copy of the settlement statement from closing or a warranty deed.</li> </ul>
<p><b>A renter</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A copy of your lease agreement with the term listed, and return to the district office. The agreement <b>MUST</b> contain property owner's name, address and signature; and name and signature of parent/guardian.</li> </ul>
<p><b>Rent without a lease (on a month-to-month basis)</b></p>	<p>Provide the following:</p> <ul style="list-style-type: none"> <li>• A notarized Landlord Statement, Form ES1, and return to district office.</li> </ul>
<p><b>If none of the above "types of residency" describe your current situation.</b></p>	<p>Please contact the District Office.</p>