

CENTRAL REGISTRATION

**CHANGE OF ADDRESS FORM**

**STUDENT INFORMATION:** (List **all students** affected by the change of address)

Name of Child	DOB	Grade	School

**New Address Information:**  **Owner**  **Leasing(Signed Lease Agreement Required)**

Apt. #	Street #	Street Name	Town	State	Zip Code
				PA	

**Old Address Information:**

Apt. #	Street #	Street Name	Town	State	Zip Code
				PA	

**Parent(s)/Guardian(s) Information:**

**Is there an existing Custody Order? YES/NO**

**\*If YES, is a copy on file with district? YES/NO**

Name:	DOB	Relationship	Phone#	Email	Work#

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**Reason for address change:**  **Move**  **Divorce/Separation**  **Eviction/Financial Hardship**

**Other** \_\_\_\_\_

**Residency Proofs:** When there is a change of address within the district, parents/guardians must present **TWO** new **residency proofs**.

DOVER AREA SCHOOL DISTRICT  
101 EDGEWAY ROAD, DOVER, PA. 17315 \* 717-292-3671 \* FAX 717-292-9659

- PA Driver's License/Non-Driver ID – must be valid and updated to current address (within 15 days of move; PA DOT Receipt of change may be sufficient)
- **New Home Owner/Buyer** – mortgage statement/deed, settlement sheet, home owner's insurance policy
- **Tenant** – Valid, current, signed lease; renter's insurance policy

**Supporting documents reflecting new address can be**

Utility set up,       bank statement,       credit card bill,       vehicle insurance

- **Occupant** –
  1. Obtain and complete a Shared Residency Affidavit from the district enrollment web site or school office; **and**
  2. Plan to have the Shared Residence form notarized or call the Central Registration office at 717-292-3671 ext. 80113 or 80104 to schedule an appointment with the district notary during regular office hours (free service)

**Shared Residency affidavit will require:**

1. Two proofs of residency from the **owner/leaseholder** of the new address; **and**
2. Owner/lease holder's notarized signature on the Shared Residency affidavit.

**Student records** will be updated, **and transportation** will be arranged **after** receipt of all requested documentation.

I authorize Dover Area School District to investigate the above information for confirmation and accuracy.

I understand that in Pennsylvania according to 24 Pa. Cons. Stat. § 13-1302, a child who lives with someone other than a parent can attend school in the caregiver's town of residence if the caregiver provides (1) appropriate legal documentation to show dependency or guardianship or (2) a sworn statement with specified information. Someone who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible is guilty of a summary offense. Violators face (1) paying tuition costs; (2) up to 240 hours of community service, a fine of up to \$300, or both; and (3) paying court costs.

1. \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian (1) signature
2. \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian(2) signature