



• UNION SCHOOL DISTRICT •

11232 El Camino Real, San Diego, CA 92130 – Ph: (858) 755-9301 - Fax: (858) 755-4361

## CHANGE OF ADDRESS

To officially change your student’s address, you are required to provide TWO proofs of residency, dated within the last 30 days. You must do this even if you have notified your child’s school of the new address. Acceptable documents are listed below.

### Acceptable Residency Verification Documents Chart

| Category 1 - Select One<br>(Please check document to be provided)   | Category 2 - Select One<br>(Please check document to be provided)  |
|---|--|
| <ul style="list-style-type: none"> <li>• SDG&amp;E utility bill (dated within 30 days)</li> <li>• SDG&amp;E Letter of Residence</li> <li>• Letter from the lessor and a signed copy of the current rental agreement/addendum stating that utilities are included</li> </ul> | <ul style="list-style-type: none"> <li>• Water bill or contract (dated within 30 days)</li> <li>• Cable bill or contract (dated with 30 days)</li> <li>• Rental property contract, lease, or payment receipt</li> <li>• Property tax bill or receipt (must include address)</li> <li>• Paystub (dated within 30 days)</li> </ul> |

|   |            |            |       |          |
|---|------------|------------|-------|----------|
| Last Name of Student                            | First Name | Birth Date |       |          |
| Last Name of Student                            | First Name | Birth Date |       |          |
| Last Name of Student                            | First Name | Birth Date |       |          |
| Last Name of Student                            | First Name | Birth Date |       |          |
| New Street Address                              | Unit No.   |            |       |          |
| City  | State      | Zip Code   |       |          |
| Email Address                                   | Home Phone | Cell Phone |       |          |
| MOVE EFFECTIVE DATE: _____                      |            |            |       |          |
| MAILING ADDRESS IF DIFFERENT FROM HOME ADDRESS: |            |            |       |          |
| Street/PO Box                                   | Apt. No.   | City       | State | Zip Code |

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
DATE

Email or bring your information to your child’s school.