



32000 Chagrin Boulevard

Pepper Pike, Ohio 44124-5974

216-831-8600 x6622

CHANGE OF ADDRESS

Attached please find a change of address form. Please complete and return it in person to your child’s school building. In addition, you are required to provide three proofs of residency as listed below.

Residency Verification – You must provide new proof of residency. **Three (3)** forms of verification of residency must be presented upon changing your address in our system.

Choose one from each category:

Category 1:

___ Current signed lease (with contact information for the property owner/manager)

___ Monthly mortgage invoice

Category 2:

___ Most recent gas or electric bill (or proof of scheduled installation of service)

___ Any type of business mail addressed to parent or guardian in original postmarked envelope less than 30 days old

Category 3:

___ Driver’s license or State I.D. with new address
(Can be done on-line at no charge go to: ‘services.dps.ohio.gov/bmvonlineservices’ click on ‘Change of Address’)

Lease Holder

Address: _____

Expiration: _____

Lease Holders: Please note that you will be required to provide an updated lease upon expiration on a yearly basis.

Please note that Transportation will be notified of the change of address through our office, and will not make any route changes until the proper paperwork is received.

If you have any questions please contact:

Orange High School Linda Zagara 216-831-8600 Extension 2611

Brady Middle School Linda Bitzer 216-831-8600 Extension 3615

Moreland Hills School Jenine White 216-831-8600 Extension 4633

CHANGE OF ADDRESS WITHIN THE ORANGE SCHOOL DISTRICT

Name of Student/s & Grade: _____

Name of Parents/Guardian: _____

Has Custody Changed? ___ Yes ___ No
If yes, please provide proper documentation.

Previous Address in Orange School District: _____

New Address in Orange School District: _____

New Phone Home/Cell Number: _____

Type of New Residence: (Circle One) Own House Buying House Renting House
 Renting Apartment Building House Living with Parents or Other Family

I understand that if the above is not true, I am responsible for repayment of tuition for any time that my child/ren or ward is enrolled in the Orange School District when I am not a bona fide resident of the district. Tuition for Orange Schools is set by the State of Ohio each year in August and is approximately \$20,000 per year. I have submitted the proper residency verification to school officials.

I UNDERSTAND THAT MAKING A FALSE SWORN OR AFFIRMED STATEMENT BEFORE A NOTARY IS A CRIMINAL MISDEMEANOR OF THE FIRST DEGREE PUNISHABLE BY A FINE OF NOT MORE THAN \$1,000 OR IMPRISONMENT OF NOT MORE THAN 6 MONTHS, OR BOTH. (SECTIONS 2921.13D, & 2929.21 OF THE OHIO REVISED CODE)

Signature: _____

Signature must be Notarized

Sworn to and subscribed before me, a Notary Public, this ____ day of _____ 20__

NOTARY PUBLIC