



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                      Yvette McDaniel                      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** (Rev 8-14-20)