



# Change of Address Form

Please complete this form, FRONT and BACK. If you live within Academy District 20 boundaries, you must attach proof of residency. Acceptable proof of residency for the new address is listed below (provide only one). **If you do not live within District 20, proof of residency is not required.** Please email the completed form, along with any required proof of residency to [crhelp@asd20.org](mailto:crhelp@asd20.org). You may also bring the completed, signed form(s) and proof of residency to Academy District 20 Central Registry, 1110 Chapel Hills Drive.

- Current Utility Bill
- Settlement Statement from Closing
- Quarters Assignment Lease
- Warranty Deed
- Current El Paso County Property Tax Notice
- Bill of Sale
- Current Signed Rental Agreement

Today's date: \_\_\_\_\_ Date of move to new residence: \_\_\_\_\_

This change is for (mark one "x" in the space provided):

- Student & Both Parents   
  Student, Parent & Step-Parent   
  Student & Mother  
 Student & Father   
  Mother Only   
  Father Only

If the change is for **one parent** only, mark the parent who has primary custody:  Mother  Father

\*\*\*\*\*  
Former Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_

**NEW** Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_  
\*\*\*\*\*

1. **Student's full name:** \_\_\_\_\_

School attending **NOW (2021-2022 school year):** \_\_\_\_\_ Current grade: \_\_\_\_\_

- Will the student change schools this school year (2021-2022)? (mark "x"):  Yes  No
- If **"yes"** what is the start date: \_\_\_\_\_
- Will the student change D20 schools for the **next school year (2022-2023)?** (mark "x"):  Yes  No
- Is student currently receiving ESL services? (mark "x"):  Yes  No
- Is student currently receiving busing because of Special Education needs? (mark "x"):  Yes  No
- If **YES**, will student continue to need busing from SPED at the new address? (mark "x"):  Yes  No

2. **Student's full name:** \_\_\_\_\_

School attending **NOW (2021-2022 school year):** \_\_\_\_\_ Current grade: \_\_\_\_\_

- Will the student change schools this school year (2021-2022)? (mark "x"):  Yes  No
- If **"yes"** what is the start date: \_\_\_\_\_
- Will the student change D20 schools for the **next school year (2022-2023)?** (mark "x"):  Yes  No
- Is student currently receiving ESL services? (mark "x"):  Yes  No
- Is student currently receiving busing because of Special Education needs? (mark "x"):  Yes  No
- If **YES**, will student continue to need busing from SPED at the new address? (mark "x"):  Yes  No

3. **Student's full name:** \_\_\_\_\_

School attending **NOW (2021-2022 school year):** \_\_\_\_\_ Current grade: \_\_\_\_\_

- Will the student change schools this school year (2021-2022)? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- If **"yes"** what is the start date: \_\_\_\_\_
- Will the student change D20 schools for the **next school year (2022-2023)?** (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is student currently receiving ESL services? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is student currently receiving busing because of Special Education needs? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- If **YES**, will student continue to need busing from SPED at the new address? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No

4. **Student's full name:** \_\_\_\_\_

School attending **NOW (2021-2022 school year):** \_\_\_\_\_ Current grade: \_\_\_\_\_

- Will the student change schools this school year (2021-2022)? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- If **"yes"** what is the start date: \_\_\_\_\_
- Will the student change D20 schools for the **next school year (2022-2023)?** (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is student currently receiving ESL services? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is student currently receiving busing because of Special Education needs? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No
- If **YES**, will student continue to need busing from SPED at the new address? (mark "x"): \_\_\_\_\_ Yes \_\_\_\_\_ No

\*\*\*\*\*

- I understand transportation may not be provided due to this address change. I understand I may contact Academy District 20 Transportation at 234-1410 for more information.
- I understand my child has three options regarding the school he/she may attend as long as we continue to reside in Academy District 20:
  - (1) My child may remain at this current school/feeder school indefinitely. Doing so means my child no longer has rights to any seat in any other school, including the school located within the attendance area of our new residence. If I want my child to attend a school other than the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window.
  - (2) My child may begin attending the school located within the attendance area of our new residence immediately. Doing so means my child no longer has rights to any seat in the current school/feeder school or any other school. If I want him/her to return to the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window.
  - (3) My child may remain at this current school/feeder school until some specified date later this school year. This specified date must be at the end of a regular grading period (usually, the end of the quarter). Once the school change is made, my child no longer has rights to any seat in the current school/feeder school. If I want my child to return to the current school/feeder school at some future date, my child must apply during the January-February Choice Application Window.
- I understand the move of my child to the school located within the attendance area of our new residence, whether now or later, may result in my child potentially being placed in another D20 school due to space limitations. I am encouraged to contact Central Registry (719-234-1224) to determine if space is available.
- I understand the assignment of my high school athlete to another school may impact their eligibility to play varsity sports. I am encouraged to contact the new school's athletic director before submitting this Change of Address form.
- I understand Academy District 20 reserves the right to revoke any offer derived from this Change of Address form if facts contrary to what is stated herein are discovered.
- **PLEASE NOTE:** Step-parents are **not considered legal guardians** unless they have legal guardianship paperwork which must be provided to Academy District 20.
- **PLEASE NOTE:** Updated transportation information will be posted to the Extended Parent Portal. Call Transportation at 719-234-1410 if you have questions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name