



**South Windsor Public Schools**  
 1737 Main Street • South Windsor, CT 06074  
 Phone: (860) 291-1200; Fax: (860) 291-1291  
[www.southwindsorschools.org/registration](http://www.southwindsorschools.org/registration)

## CHANGE OF ADDRESS REQUEST FORM

*Pursuant to Section C.G.S. 10-186(b)(1), in order to attend South Windsor Public Schools, a student must reside in the Town of South Windsor. A student's primary residence is the place where s/he dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social, and civic life. The primary residence of a minor child is normally presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child.*

**If your address changes after you have enrolled in South Windsor Public Schools, you must provide completed form and proof of residency documents to our central registration office at [registration@swindsor.k12.ct.us](mailto:registration@swindsor.k12.ct.us) (call 860.291-1244 for assistance.) Special circumstances may be referred to the Superintendent's Office.**

Three proof of residency documents are required – one from category A and two from category B. **Residency documents are required to be less than six (6) months old and contain a valid South Windsor address.**

**Category A – Property Rights (one document)**

- Mortgage statement
- Property tax bill
- Ownership deed
- Lease/rental agreement
- Sales contract
- Notarized Residency Affidavit

**Category B – Property Occupancy (two documents needed)**

- Utility bill
- Valid driver's license plus auto registration or auto insurance card
- Voter's registration
- Delivery receipt of major appliance/furniture
- Current homeowner's insurance declaration page
- Connecticut State ID with current address

**STUDENT INFORMATION**

Please update our family address (as noted above) for the following children:

Student Last Name, First Name	Grade	Current School	New School (if applicable)
1.			
2.			
3.			

**Child(ren) reside(s) with** (check all that apply):  Mother  Father  Guardian  Stepmother  Stepfather  Other

**NEW ADDRESS INFORMATION**

New Address, City, Zip	Date You Will Reside at New Address
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**PARENT/GUARDIAN INFORMATION --- Primary Contact (must be the person with whom the child resides):**

Last Name, First Name		
Home Phone	Cell Phone	Work Phone

**Other Parent Address (if different from above)**

Signature of Parent/Guardian identified above: \_\_\_\_\_

Date: \_\_\_\_\_

**(For Office Use Only)**

- |                                |                                         |                                                |                                       |                                        |                                                                |
|--------------------------------|-----------------------------------------|------------------------------------------------|---------------------------------------|----------------------------------------|----------------------------------------------------------------|
| PowerSchool Fields to Update:  | <input type="checkbox"/> Address        | <input type="checkbox"/> Custom Parent Screens | <input type="checkbox"/> Demographics | <input type="checkbox"/> Siblings      | <input type="checkbox"/> Proof of residency documents provided |
| Notify the following by email: | <input type="checkbox"/> Transportation | <input type="checkbox"/> Food Services         | <input type="checkbox"/> CREC/Choice  | <input type="checkbox"/> Special Svcs. | <input type="checkbox"/> Date of Transfer                      |