

# North Fork Local School District

312 Maple Avenue, PO Box 497, Utica, Ohio 43080  
(740) 892-3666



## CHANGE OF ADDRESS FORM

Please complete the information below and return to the office as soon as possible.

NAME OF STUDENT: \_\_\_\_\_

BUILDING ATTENDED: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME OF **CUSTODIAL PARENT**/GUARDIAN: \_\_\_\_\_

**CUSTODIAL PARENT**/GUARDIAN STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CUSTODIAL PARENT**/GUARDIAN MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE CHANGE EFFECTIVE: \_\_\_\_\_

I verify this information is true and correct.

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

\_\_\_\_\_  
Date

The State of Ohio requires that proof of residency be retained in each student's permanent record file. Please attach a copy of **ONE** of the following documents:

1. A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill.
2. A utility bill or receipt of utility installation issued within ninety days of enrollment.
3. A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence.
4. The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence.
5. Any official document issued from the government to the parent or student that includes the address of the parent's or student's primary residence.
6. A notarized copy of the Affidavit of Current Residency signed by the custodial/residential parent.

If a student attends school while not being eligible to do so tuition free, the student and all responsible parties will be liable for tuition at a rate set by the Ohio Department of Education according to the Ohio Revised Code 3317.08, plus administrative costs, court costs, and any attorney fees incurred in the collection of those sums and the student will immediately be withdrawn. The North Fork Local School District will use whatever legal means it has at its disposal to verify student residency.

**It is imperative that we receive the requested documentation within 7 days.**