



Change of Address
 I am living with a parent/guardian (This form must be notarized)

TO BE COMPLETED IF LIVING WITH A WESTLAKE RESIDENT:

I _____ do hereby swear and affirm that _____
 (Westlake Resident's Full Name) (Parent(s) or Legal Guardian(s) of student)

and their children listed on page two of this statement are residing at my home/residence.

I _____ certify that I am the **(circle one)** Owner or Tenant at the address listed below, located in the City of Westlake and that the parent/guardian and student/s listed in this statement are residing at:

Westlake Homeowner/Tenant's Information:

Address: _____
 City/Zip Code: _____
 Phone Number: _____ Phone email: _____
 What date did the students family move in?: _____
 Homeowner/Tenant's Relationship to student?: _____

- **Verification of the above address must be provided to the attending school to validate residency with in 30 days.**
- **Homeowner/Tenant must complete this form and it must be notarized.**
- **Homeowner/Tenant must provide a primary and secondary proof of residency along with this form.**
- **Homeowner/Tenant name must appear on all proof of residency documents.**
- **Enrolling family must provide proof of address from the acceptable documents listed below.**

- A. Homeowners/Tenant, Please provide ONE primary proof of residency: (Must be one of the items listed below and must match the Homeowner/Tenant's name and address listed above)**
- o Signed Rental Agreement (**Entire lease (all pages) and must be signed by landlord and tenant**)
 - o Home Mortgage Statement (Current statement within the last 30 days)
 - o Homeowner Deed
- B. Homeowners/Tenant, Please also provide ONE secondary proof of residency: (Must be one of the items listed below and must match the Homeowner/Tenant's name and address listed above)**
- o Homeowner Insurance or Renters Insurance Statement/Declaration Page
 - o Current Utility Bill (qualifying utilities are: **Water, Gas, or Electric only**, must be a current bill within the last 30 days)
 - o **If a utility bill is not yet available:** Letter for Verification of Utility Service: Electric; Water; and Gas)*Cable and telephone bills will not be accepted
 - o Property tax bill from current calendar year
 - o Most Recent Pay stub from your employer with current Westlake address
- C. Enrolling Family's proof of address: Parent/Guardian must also provide proof of address. (Must be one of the items listed below and must list the Parent/Guardian's name and the address listed above)**
- o Official mail with name and address of the above location with the registering parent/guardian's name listed.
 - o Driver License or other government-issued ID with the parent/guardian's name and address listed at the above location



Name(s) of student(s) to be registered:

(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)
(Last)	(First)	(Middle Initial)	(DOB)	(Grade)

Enrolling family certifies that:

1. The above information is true and accurate and not made up for the purposes of circumventing the attendance laws of the State of Ohio or the policies of the Westlake Board of Education requiring legal residency in order to attend the Westlake City Schools.
2. I understand and agree that if the above noted address ceases to be my legal primary residence and my new primary residence is outside the Westlake City School District, I will withdraw this/these student(s) from the Westlake City School District and will enroll this/these student(s) in the new district of primary residence.
3. If it is determined that I am not a resident of the Westlake City School District, I understand that this/these student(s) will be withdrawn from the Westlake City School District. I will also be responsible for and will pay the current daily tuition rate to the Treasurer of the Westlake City School District pursuant to Section 3317.08 of the Ohio Revised Code for that part of the school year that this/these student(s) was (were) in unauthorized attendance in the Westlake City School District.

 (Enrolling Parent/Legal Guardian Signature)

 (Date)

Homeowner/Tenant of the residence listed on this document must certify, in front of a notary, that the information listed on this form is true.

 (Signature Owner/Tenant of Address Above)

 Date

State of _____, County of _____.

Before me, a Notary Public for the State listed above, appeared the above named, _____, who acknowledged and signed the foregoing instrument and their signing was their free act.

IN TESTIMONY WHEREOF I have hereunto subscribed my name and affixed my seal this _____ day of 20_____.

SEAL:

Signature _____

My commission expires _____ Printed _____