

Address Change for Ballston Spa School District

If you have moved or are moving from one home to another in the Ballston Spa School District you must fill out this form and return it to your child's school or the District Registrar's Office, along with **copies of 2 acceptable Proof of Residency that display your name and new address.** If you have children in more than one school, you need only to fill out one form for all children.

Proof of Residency include: Current Utility Bill, Driver's License, Rental/Lease Agreement, Home Deed or Closing Papers, Auto Insurance, NY State Photo ID or **Notarized** letter from your Landlord. If you have a question regarding what might be a valid form of Proof of Residency, please call the Registrar's office at **518-602-0256.**

You may mail the completed form and your copies of Proof of Residency to: Ballston Spa Central School District, Attention: Registrar, 1458 Saratoga Road, Ballston Spa, NY 12020. You may also bring them to your child's school. **This form and Proof of Residency is required in order to change your child's bus.** Allow one week for bus changes.

Parents/Guardian Name: _____

Previous Address: Street Number _____ Street Name _____

Previous Address: City, Zip Code _____

New Address: Street Number _____ Street Name _____

New Address: City and Zip Code _____

(This address may Not be a Post Office box)

Effective date of move: _____

Mailing Address (if different): _____

Updated Phone Numbers: _____

Student Name, School and Grade: _____

Student Name, School and Grade: _____

Student Name, School and Grade: _____

Student Name, School and Grade: _____