

Tortuga Preserve Elementary

CHANGE OF ADDRESS FORM 2023 - 2024

ADDRESS VERIFICATION MUST BE ATTACHED TO CHANGE YOUR ADDRESS

Student Name _____ Grade _____

Student ID # _____ BUS # (AM) _____ (PM) _____

Sibling Name _____ Sibling School _____

Sibling Name _____ Sibling School _____

Sibling Name _____ Sibling School _____

NEW Home Address: _____ APT. # _____

City: _____ ZIP CODE: _____

DIFFERENT Mailing Address: _____

City: _____ ZIP CODE: _____

☐ Home Telephone (MOM): _____ Work _____ Cell: _____

☐ Home Telephone (DAD): _____ Work _____ Cell: _____

Parent / Guardian LEGAL NAME: _____

Parent/ Guardian E-mail address _____

Parent/Guardian Signature: (required) _____

****Parent or Guardian Photo Identification must be provided****

Required Proof of Address Verification = ONE of the following:

- **Current** Electric, water, cable or landline telephone bill **showing physical service address**.
- **SIGNED LEASE AGREEMENT or STATEMENT FROM LANDLORD** on their letterhead verifying occupancy.

**** Leases and Landlord statements may require verification. Additional documentation may be required prior to registration or change of address.***

- Homestead Exemption Card.
- Mortgage Acceptance letter showing name, loan number & property address.
- Living with relatives or friends? *Please attach a letter from them listing your name and the names of your children, stating that you are living at their address AND a copy of one of the documents listed above to verify their address.*

OFFICE USE ONLY: _____ M/F _____ DATE CHANGED _____ Front Desk _____ Clinic _____ T/O _____

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