

# WAUKEE COMMUNITY SCHOOL DISTRICT

## DISTRICT OFFICE

560 SE University Avenue • Waukee, Iowa 50263-8171

Phone: (515) 987-2706 ext. 4516 • Fax: (515) 987-2701

### Change of Address

*Please note: when a currently enrolled student has a change of address, or transfers within the school district, residency MUST be verified at the Central Administrative Office. **There will be NO exceptions.** All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a power bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.*

***Registration materials for the upcoming school year will be sent to the address on file using bulk rate postage and will not be forwarded.***

Parent Name(s) \_\_\_\_\_

Student Name(s) \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### Acceptable Proofs of Residency

Types of Residency	You need to
<b>A homeowner</b>  <b>You may obtain property owner information from Dallas County at <a href="http://assessorweb.co.dallas.ia.us/ParcelInfo.aspx">http://assessorweb.co.dallas.ia.us/ParcelInfo.aspx</a></b>	Provide either of the following: <ul style="list-style-type: none"><li>• A copy of your most recently paid property tax bill with the section, block and lot number, and return to the district office <u>or</u></li><li>• A copy of a recent mortgage statement, and return to the district office.</li></ul> The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.
<b>Recently closed on a new home</b>	Provide the following: <ul style="list-style-type: none"><li>• A copy of the settlement statement from closing or a warranty deed.</li></ul>
<b>A renter</b>	Provide the following: <ul style="list-style-type: none"><li>• A copy of your lease agreement with the term listed, and return to the district office. The agreement <b>MUST</b> contain property owner's name, address and signature; and name and signature of parent/guardian.</li></ul>
<b>Rent without a lease</b> (on a month-to-month basis)	Provide the following: <ul style="list-style-type: none"><li>• A notarized Landlord Statement, Form ES1, and return to district office.</li></ul>
<b>If none of the above "types of residency" describe your current situation.</b>	Please contact the Central Administration Office.