



REQUEST OF ADDRESS CHANGE

INSTRUCTIONS: This form is to be completed by the parent/legal guardian of the student or adult student. To request a change of address, this form must be submitted with proof of residency documents to the student's current school. *Virginia Code § 22.1-4.1 and § 22.1-3.1*

STUDENT'S INFORMATION

Last Name _____ First Name _____

APS Student ID _____ Student's Current APS School _____

New Home Address _____

Previous Home Address _____

PROOF OF RESIDENCY DOCUMENTS

Parents or legal guardians are required to show proof that they live with their child in Arlington County. The documents required are listed below.

⇒ **OWN OR RENT PROPERTY:** If the student resides in a property that their parents or legal guardians own or rent.

One of the following primary documents must be provided:

- Deed or Deed of Trust-** Showing that the student's parent/legal guardian owns and lives in Arlington.
- Current Lease Agreement-** In the Parent's Name signed by the lessor and lessee or tenant and landlord.
- Settlement or Closing Documents-** Documentation from a new home purchase if the Deed has not been recorded.

Any two of the following supporting proof of residency documents that show the parents/legal guardians name and address must be submitted within 30 days: *Current federal, state or property tax returns; Current payroll or withholding statement; Vehicle registration; Current utility bills; Valid Virginia driver's license with current address; Documentation of financial assistance from Arlington County.*

⇒ **PARENTS/LEGAL GUARDIANS WHO LIVE WITH THE STUDENT IN A SHARED HOUSING SITUATION** (the residence of someone else)

All the following must be provided:

- Form A-** Parent/Legal Guardian/Adult Student Residency Affidavit. In addition to Form A:
- Any two** of the following proof of residency documents that show the parent or legal guardian name and address:
 - **Current federal**
 - **State or property tax returns**
 - **Current payroll or withholding statement**
 - **Vehicle registration**
 - **Current utility bills**
 - **Valid Virginia driver's license with current address**
 - **Documentation of financial assistance from Arlington County**
- Form B-** Statement of Arlington Resident Affidavit. In addition to Form B:
- One** of the following proof of residency documents that show the Arlington Resident's/Homeowner's or Leaseholder's name and address:
 - **Deed or Deed of Trust**
 - **Current Lease Agreement**
 - **Settlement or Closing Documents**– *Documentation from a new home purchase is accepted if the Deed has not been recorded.*

Forms A and B are available on the APS website at <https://www.apsva.us/registering-your-child/address-change-requests/>

PARENT/LEGAL GUARDIAN INFORMATION

My typed name serves as my signature.

Parent/Legal Guardian or Adult Student Name _____

Parent/Legal Guardian or Adult Student Signature _____ Date _____

Phone Number _____ Email Address _____

To Be Completed by APS Staff Making Address Change

APS Staff Name _____ Signature _____ Date _____