

## Change of Address Form: 2024/2025 School Year

Please complete both pages of this form. If you live within Academy District 20 boundaries, you must attach proof of residency. Acceptable proof of residency for the new address is listed below (provide only one). **If you do not live within District 20, proof of residency is not required.** Please email the completed form, along with any required proof of residency to [crhelp@asd20.org](mailto:crhelp@asd20.org). You may also bring the completed, signed form(s) and proof of residency to Academy District 20 Central Registry, 1110 Chapel Hills Drive.

- Current Utility Bill
- Warranty Deed
- Bill of Sale
- Settlement Statement from Closing
- Current El Paso County Property Tax Notice
- Current Signed Rental Agreement
- Quarters Assignment Lease
- Residency Statement

Today's date: \_\_\_\_\_ Date of move to new residence: \_\_\_\_\_

This change is for (check all that apply): **Student**      **Both Parents**      **One Parent**  
If the change is for **one parent** only, indicate the name of the parent who has primary custody: \_\_\_\_\_

**Former Street Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**New Street Address:** \_\_\_\_\_

Mailing Address, if different from Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Student #1 Full Name:** \_\_\_\_\_

School attending now (2024-2025 school year): \_\_\_\_\_ Current grade: \_\_\_\_\_

**If the D20 school assigned to your new address is different from the school your student is currently attending, please indicate the option(s) that apply to your student:**

- My student will stay at the current school because it is the D20 neighborhood school:
- My student will stay at the current school even though it is not our neighborhood school (busing will not be available). In-district students not attending their neighborhood school are Open Choice enrollment students; Choice policies and criteria apply.
- My student will transfer to the new neighborhood school **now** (2024-25 school year):
- My student will transfer to the new neighborhood school **next school year** (2025-26):

**Student #2 Full Name:** \_\_\_\_\_

School attending now (2024-2025 school year): \_\_\_\_\_ Current grade: \_\_\_\_\_

**If the D20 school assigned to your new address is different from the school your student is currently attending, please indicate the option(s) that apply to your student:**

- My student will stay at the current school because it is the D20 neighborhood school:
- My student will stay at the current school even though it is not our neighborhood school (busing will not be available). In-district students not attending their neighborhood school are Open Choice enrollment students; Choice policies and criteria apply.
- My student will transfer to the new neighborhood school **now** (2024-25 school year):
- My student will transfer to the new neighborhood school **next school year** (2025-26):

**Student #3: Full name:** \_\_\_\_\_

School attending now (2024-2025 school year): \_\_\_\_\_ Current grade: \_\_\_\_\_

**If the D20 school assigned to your new address is different from the school your student is currently attending, please indicate the option(s) that apply to your student:**

- My student will stay at the current school because it is the D20 neighborhood school:
- My student will stay at the current school even though it is not our neighborhood school (busing will not be available). In-district students not attending their neighborhood school are Open Choice enrollment students; Choice policies and criteria apply.
- My student will transfer to the new neighborhood school **now** (2024-25 school year):
- My student will transfer to the new neighborhood school **next school year** (2025-26):

**Student #4 Full Name:** \_\_\_\_\_

School attending now (2024-2025 school year): \_\_\_\_\_ Current grade: \_\_\_\_\_

**If the D20 school assigned to your new address is different from the school your student is currently attending, please indicate the option(s) that apply to your student:**

- My student will stay at the current school because it is the D20 neighborhood school:
  - My student will stay at the current school even though it is not our neighborhood school (busing will not be available). In-district students not attending their neighborhood school are Open Choice enrollment students; Choice policies and criteria apply.
  - My student will transfer to the new neighborhood school **now** (2024-25 school year):
  - My student will transfer to the new neighborhood school **next school year** (2025-26):
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- I understand transportation may not be provided due to this address change. I understand I may contact Academy District 20 Transportation by email at [D20Ride@asd20.org](mailto:D20Ride@asd20.org) or by calling 234-1410 for more information.
  - I understand that there are three options regarding the school my student may attend as long as we continue to reside in Academy District 20:
    1. My student may remain at this current school/feeder school indefinitely. Doing so means my student no longer has rights to any seat in any other school, including the school located within the attendance area of our new residence. If I want my student to attend a school other than the current school/feeder school at some future date, I must apply during the Choice Application Window.
    2. My student may begin attending the school located within the attendance area of our new residence immediately. Doing so means my student no longer has rights to any seat in the current school/feeder school or any other school. If I want my student to return to the current school/feeder school at some future date, I must apply during the Choice Application Window.
    3. My student may remain at this current school/feeder school until some specified date later this school year. This specified date must be at the end of a regular grading period (usually, the end of the quarter). Once the school change is made, my student no longer has rights to any seat in the current school/feeder school. If I want my student to return to the current school/feeder school at some future date, I must apply during the January-February Choice Application Window.
  - I understand the move of my student to the school located within the attendance area of our new residence, whether now or later, may result in my student potentially being placed in another D20 school due to space limitations. I am encouraged to contact Central Registry (719-234-1224) to determine if space is available.
  - I understand the assignment of my high school student athlete to another school may impact their eligibility to play varsity sports. I am encouraged to contact the new school's Athletic Director before submitting this Change of Address form.
  - I understand Academy District 20 reserves the right to revoke any offer derived from this Change of Address form if facts contrary to what is stated herein are discovered.
  - Step-parents are **not considered legal guardians** unless they have legal guardianship paperwork which must be provided to Academy District 20.
  - Updated transportation information will be posted to the Extended Parent Portal. Call Transportation at 719-234-1410 if you have questions.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date