



CHANGE OF ADDRESS

Educational Placement Center * San Francisco Unified School District * 555 Franklin Street, Room 100 * San Francisco, CA 94102 * (415)241-6085

This form must be submitted in person by the parent/guardian to the Educational Placement Center 555 Franklin Street, Room 100. You must submit a separate form for each child.

Student name: _____
Last First Middle Birthdate Gender

Old Address: _____
Street Apt # Zip

New Address: _____
Street Apt # Zip Cross Street:

New Home Phone Number: _____

Parent/Guardian: _____
Last First Middle Work Phone Number

2nd Parent/Guardian: _____
Last First Middle Work Phone Number

Please complete if both parents do not live at same address.
Secondary Address: _____
Street Apartment # Zip City
Name of Parent at this address: _____
Last First Middle Home Phone Number

School Currently Attending: _____ Current Grade: _____

Please Note: Change of Address does not guarantee a new assignment. New assignments will be made based on space availability.

I want my child to remain at the current school. I want my child to be reassigned now. You must complete an Enrollment Application.

Address Verification - Original Documentation Required
Parent/Guardian must provide picture ID and two (2) proofs of home address that include the name and address of the Parent/Guardian. Any two of the following original documents are acceptable:

- One to two utility service contract, statement or payment receipts; from different agencies such as PG&E, water, cable, or garbage within 45 days (no cell phone bills will be accepted)
- Both automobile registration and auto insurance policy, must be current (count as one proof)
- Homeowner's or renter's insurance policy, must be current
- Property tax payment receipts, must be current assessment year.
- Correspondence from a government agency within 45 days
- Grant deed, title of property
- Rental property contract, lease, or payment receipts within 45 days
- Section 8 agreements, must be current
- Affidavit of residency executed by the parent or legal guardian of a pupil
- Pay stubs, within 45 days
- Voter registration, must be current

I (print name) _____, swear under penalty of perjury that the information I have provided in this application is true. I understand that I am required to notify the District of any subsequent change of address within 14 calendar days of the move. I understand that applications which are found to have a fraudulent address or other false information will be immediately cancelled and any resulting assignment retracted. A notation of any falsified information may be included in the student's permanent record file. I understand that if the District must hire an investigator or expend other resources in order to scrutinize my residency claim further, the District will charge me for these expenses if it ultimately determines my claim is false. I understand that the District also reserves the right to seek additional civil and/or criminal legal remedies against families that submit fraudulent information.

Parent/Guardian Signature _____ Date _____

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.
If you believe you have been discriminated against, immediately contact the school site principal and/or Executive Director of the Office of Equity, Ruth Diep, at (415) 355-7334 or diepr@sfusd.edu. A copy of SFUSD's uniform complaint policy is available upon request.

OFFICE USE ONLY								
Submitted at/Taken by	Date	Proof of Address # 1	Proof of Address #2	Enrollment Application Submitted Y/N	Assigned School	HO #	Entered by	Date

White: EPC attach TWO PROOFS of ADDRESS Yellow: Assigned School Pink: Parent Copy