

CHANGE OF ADDRESS INSTRUCTIONS HOMEOWNER

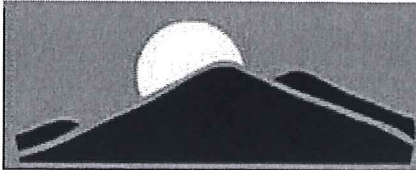
Please contact the Registration Office, at 973-669-5400, extension 20505, between the hours of 9:00 a.m. and 4:00 p.m., for any questions or concerns. **Change of Address documents must be submitted at the Administrative Offices located at 179 Eagle Rock Avenue.** Failure to submit all required documentation at the time of submission will not be accepted. **The student is not required to be in attendance during the registration process.**

CHECKLIST OF DOCUMENTS REQUIRED FOR CHANGE OF ADDRESS: (NO EXCEPTIONS)

Proof of Residency for Homeowner : One NOTARIZED form and three additional documents as follows:

- **Certificate of Residency – Homeowner Form:** completed and NOTARIZED by homeowner.
- **Proof of Ownership** - please provide **one** of the following documents :
 - Deed
 - Most Recent Municipal tax bill
 - Current Mortgage bill
- **Proof of Address** - please provide **two current** documents, some examples listed below:
 - Public Service bill
 - Water bill
 - Cable or satellite bill
 - Home or cell phone bill
 - Bank or Insurance statement
 - Paystub with name and address

Please be advised that the West Orange Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district. These visitations are conducted by Residency Verification Officers. Per Board Policy 5111: From time to time the Board of Education may require re-registration of all students.



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, New Jersey 07052

Registration Department

(973) 669-5400 ext. 20505 Fax: (973) 324-1289

CERTIFICATE OF RESIDENCY: HOMEOWNER

(Please Print)

Parent/Guardian Name _____

Address _____

Telephone _____ Cell _____ Work _____

Student Name (s) _____

Do you reside at the above address? _____ Date moved in _____

Former address _____

Documents required to accompany this Certification:

Please Submit: One (1) Proof of Ownership, plus two (2) **current** public utility bills for proof of address:

Proof of Ownership: Tax Bill _____ Deed _____ Current Mortgage Statement _____

Proof of Address: PSE&G _____ Cable/Satellite _____ Water _____

Telephone/Mobile Phone _____ Other _____

I/we affirm that I/we am/are the custodial parent(s) and/or guardian(s), of the student(s) listed above. I/we further state that this form and the attached documentation constitute true and accurate proof that the student(s) identified reside with me/us within the Township of West Orange. If any student named ceases to live with me/us, or if I/we move my/our residency, I/we will promptly notify the Board of Education in writing.

I/we certify that the foregoing statements made by me/us are true. I/we am/are aware that if any of the foregoing statements made by me/us are false, I/we am/are subject to punitive action. (N.J.S.A. 2C:28-2 and West Orange Municipal Ordinance #2028-05).

PLEASE SIGN AND HAVE THE FOLLOWING STATEMENT NOTARIZED:

I certify that the information provided above is correct. I fully understand that I will be held responsible for the full payment for all days of ineligible school attendance, if the residence requirements have been found to be falsely reported.

Pre-K & Kindergarten \$17,414.00 Grades 1-5 \$19,379 Grades 6-8 \$19,915 Grades 9-12 \$19,932

Signature of Parent/Guardian _____

NOTARY:

Sworn and subscribed before me on this _____ day of _____ 20 _____
day month Year

Signature of Notary Public of New Jersey

My Commission Expires (Place Seal Below)

Signature of Staff Member Reviewing Residency