



Change of Address Form

Please complete the information below, attach/upload copies of your valid proofs of residency, and judge signed custody papers (if applicable). The account holders name and the service/physical address of the property must be visible on both proofs of residency submitted. Please feel free to redact any account numbers or financial information on the proofs of residency you submit. Parent Portal will show your new address when your change has been processed. You may obtain transportation information at your child's school, on Parent Portal, or online at www.forsyth.k12.ga.us/transportation.

- ✦ **Moving within existing school boundaries:** Complete the Change of Address Form and submit along with copies of your two valid proofs of residency to your child's school or upload to <https://fcsapps.forsyth.k12.ga.us/InfoSystems/SISUpload> for processing,
- ✦ **Moving and changing schools within Forsyth County during the school year:**
 1. Complete the Change of Address Form and submit along with copies of your two valid proofs of residency to your child's school or upload to <https://fcsapps.forsyth.k12.ga.us/InfoSystems/SISUpload> for processing.
 2. Please contact your child's current school to make an appointment to complete a Withdrawal Form.
 3. Please contact your child's new school to make an appointment to enroll and provide the completed Withdrawal Form.
- ✦ **Moving within Forsyth County during the summer:** Complete the Online Change of Address Form and upload your valid proofs of residency to <https://fcsapps.forsyth.k12.ga.us/InfoSystems/COAForm>. If you are unable to complete the online form and upload your documents, please deliver to your child's school or the Student Information Systems Department (1140 Dahlonega Hwy. Cumming, GA 30040) for processing.

Please check appropriate box:

- If you own your residence, please attach/upload copies of the following two documents.**
1. A current (within 60 days) utility (gas, electric, water, residential telephone, & cable are acceptable) * **AND**
 2. A deed, property tax statement, mortgage statement, or settlement statement.
- If you lease or rent your residence, please attach/upload copies of the following two documents.**
1. A current (within 60 days) utility (gas, electric, water, residential telephone, & cable are acceptable) * **AND**
 - If utilities are included in your lease/rental agreement, the signed agreement must state that **ALL** utilities are included.
 - If utilities are included through Conservice, Conservice will be able to provide you with proof of utility service.
 2. A current lease/rental agreement signed by the owner of the residence
- If you are unable to provide both proofs of residency in your name, please complete an Affidavit of Residency found on the back of this form.**
(Notaries are available at your child's school or the Almon C. Hill Educational Center.)
 You must attach/upload copies of the following two documents along with the completed affidavit.
1. A current (within 60 days) utility of the owner of the residence (gas, electric, water, residential telephone, & cable are acceptable) * **AND**
 2. A deed, settlement statement, mortgage statement, or property tax statement of the owner of the residence (OR current lease/rental agreement signed by the owner of the residence).

***If you have not received a utility bill, you may contact one of your utility companies to request proof that utility service has been initiated. Utilities must contain the account holders name and the service address. Please provide both the front and back of Sawnee EMC bills.**

Please check appropriate box:

- Entire family moved
- Division of Household - Please attach judge signed custody documents if parents are divorced. An Adult Affidavit (available at your child's school) is required if parents are separated and there are no judge signed custody documents at this time.

Name of Parent(s) or Legal Guardian(s) (Living in Household)	Legal Name of Student(s) living in your household as listed on birth certificate	Date of Birth (mm/dd/yy)	FCS Student Id Number	Grade	School Currently Enrolled	School Districted to Attend as per New Address

New Address: _____

City/Zip: _____

Subdivision Name (if applicable): _____

Parent/Legal Guardian Signature: _____ **Date:** _____

Printed Name of Parent/Legal Guardian: _____

BOE Policy JBCAA:

The property address given must be the actual location where the student and parent/guardian live full time. A parent/guardian who owns property in the county, but does not reside in the county, is not considered a resident for purposes of this policy. A family that rents a home in Forsyth County, while owning a home in another county or in a different school attendance zone within Forsyth County, solely for the purpose of proving residence for their children to attend school in Forsyth County or in a different school attendance zone will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

In cases of separation or divorce, the student will be deemed to reside with the parent/guardian who is indicated in the legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents, the student will be deemed to reside with the parent/guardian with whom the student resides overnight during the majority of the school week.

Please complete this form if you are **UNABLE** to provide both proofs of residency in your name.



Affidavit of Residency

Full name of Parent /Guardian: _____ **Contact Phone #:** _____

Current Full Time Address: _____ **City/State/Zip:** _____

Student(s) Name	Date of Birth	School Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. Affidavit of Resident

Before the undersigned officer, and being first duly sworn, I depose, and state as follows:

1. That I am the parent / court appointed guardian of each child listed above.
2. That each child listed above resides with me full time at the address listed above.
3. That I understand that I must immediately notify Forsyth County Schools if I change residence or if any child listed above should change residence.
4. That I understand that representatives of Forsyth County Schools may visit my home to verify residency, and I hereby voluntarily consent to such visits.
5. That I understand that a student enrolled in Forsyth County Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. That I understand that false swearing is a violation of the laws of the State of Georgia, punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71. That I understand that this affidavit will be in effect until I provide proof of residence as required by the Forsyth County Board of Education (*BOE Policy JBCAA*).

Signature of the Parent / Guardian

Date

Signature of the Notary Public

Expiration Date

B. Affidavit of Owner / Landlord (Please Print)

Full Name of Owner/Landlord: _____ **Contact Phone #:** _____

Current Full Time Address: _____ **City/State/Zip:** _____

Proof of residence documentation

*(You **must** provide a copy of your two proofs of residency to Forsyth County Schools along with this form.)*

___ Current (within the last 60 days) utility bill (gas, electric, water, residential telephone, & cable are acceptable)

AND

___ Deed, Settlement Statement, Mortgage Statement, Property Tax Statement, **or** Lease/Rental Agreement

Before the undersigned officer, and being first duly sworn, I depose and state as follows:

1. That I am the legal owner or landlord of the property listed above.
2. That the persons listed in this document are residing with me or have my consent to live full time at the address listed above.
3. That I understand that I must immediately notify Forsyth County Schools if any person listed in this document should change residence.
4. That I understand that representatives of Forsyth County Schools may visit my home to verify residency of the persons listed in this document, and I hereby voluntarily consent to such visits.
5. That I understand that a student enrolled in Forsyth County Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. That I understand that false swearing is a violation of the laws of the State of Georgia, punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.
7. That I understand that this affidavit will be in effect until the parent / guardian provide proof of residence as required by the Forsyth County Board of Education (*BOE Policy JBCAA*).

Signature of the Primary Owner/Renter

Date

Signature of the Notary Public

Expiration Date