

All forms must be completed and returned to the Guidance Office with 2 proofs attached.

La Plata High School
6035 Radio Station Road
La Plata, MD 20646
301-934-1100/301-753-1754
Fax: 301-392-5506

Change of Address Form

This form **MUST** be accompanied by **2 Proofs of Residency for the new home address.** These proofs must show the parent/guardian name, street address (P.O. Box address is not acceptable), and current date. Acceptable proofs of residency are listed on the back of this sheet.

Student Name: _____ Grade: _____

Old Address: _____
(Street Address) (City, State, Zip)

~~~~~

New Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Mailing Address (if different): \_\_\_\_\_

New Home Phone #: \_\_\_\_\_

\*\*\*\*\*

Father/Guardian: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Is this a change in custody? Yes No (Please provide court documents, if applicable)

Who does the student reside with Monday-Friday?

\_\_\_\_\_

Will this change affect other siblings? Yes No

If yes, please provide name of siblings and school attending:

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

~~~~~  
For Office Use Only

Proofs of Residency: _____

Counselor/Registrar Signature: _____ Date: _____

ACCEPTABLE PROOFS OF RESIDENCY

Category 1:

- Deed
- Current verifiable lease or rental agreement (with appropriate signatures and contact information)
- Current mortgage statement/bill (within 45 days)
- Settlement papers (within 45 days and with appropriate signatures)
- Foster care placement letter/McKinney-Vento documentation
- Assignment of Ownership Agreement (for properties in cooperative homeowner's associations (e.g., Potomac Heights))
- Most recent property tax bill for domicile or Maryland Department of Assessment and Taxation Form

Category 2:

- Most recent utility bill (within 45 days) that includes name and service address (examples are electric, water/sewer, trash, oil, gas, cable, security system, and solar bills)
- Current verification of service statement for above utilities
- Current wage statement (within 45 days) with name and address of employee and employer
- Most recent W2, 1098, or 1099 statement
- One of the following government issued statements with name and address (within 45 days):
 - Documentation of benefits from Social Security Administration
 - Documentation of benefits from the Department of Social Services
 - Official correspondence on letterhead mailed from local, state, or federal court