

NORTH POLK COMMUNITY SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

13930 NE 6th St • Alleman, Iowa 50007

Phone: (515) 984-3400 • Fax: (515) 685-2002

Change of Address (Form RES-2)

When a currently enrolled student has a change of address, or transfers within the school district, residency **MUST** be verified at the District Administrative Office. ***There will be NO exceptions.*** All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained. ***Registration materials for the upcoming school year will be sent to the address on file and may not be forwarded.*** If you are in need of using a post office box for mailing purposes, you will need to provide a copy of a utility bill that has the post office box on it in addition to the physical address that corresponds to the physical address you provided as acceptable proof of residency.

Parent Name(s) _____

Student Name(s) _____

New Address _____

City _____ Zip _____ Phone _____

Types of Residency	You need to
<p>A homeowner</p> <p>You may obtain property owner information from Boone, Polk, or Story Counties at the following web addresses:</p> <p>www.co.boone.ia.us www.assess.co.polk.ia.us www.storycounty.com</p>	<p>Provide any of the following:</p> <ul style="list-style-type: none"> • Attach a printout of the webpage from the previous column that displays the titleholder of the property and school district information and attach to the Residency Application. • A copy of your most recently paid property tax bill with the section, block and lot number; or • A copy of a recent mortgage statement. <p><i>* The name and address on these documents must match the name and address of the parent or legal guardian of the student being registered.</i></p>
<p>Recently closed on a new home</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A copy of the settlement statement from closing or a warranty deed.
<p>A renter</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A copy of your lease agreement with the term listed. The agreement MUST contain property owner's name, address and signature; and name and signature of parent/guardian. If the agreement is with a relative, additional proof will be required (e.g. utility bill).
<p>Rent without a lease (on a month to-month basis)</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • A notarized Landlord Statement (Form RES-1). If the agreement is with a relative, additional proof will be required (e.g. utility bill).
<p>If none of the above "types of residency" describe your current situation.</p>	<p>Please contact the District Administration Office.</p>

The acceptable proof of residency should be attached to this form and submitted to the District Administration Office in Alleman.