Brookfield School District Change of Address

Please complete the following form and provide proof of residency for your new address.

All school mail will be sent to the previous address and bus transportation WILL NOT be arranged until proper proof of residency is submitted to your student's school. There are NO exceptions. Once the address change is verified with the Registrar, the school will contact the bus company and update your student's home address in PowerSchool.

Student's Name		Grade School Effective Date of Change
Student resides with: Both parents Mother Father Guardian		
New Address:		Previous Address
		PROOF OF RESIDENCY GUIDELINES
	If the Parent/Legal Guardian of the student is:	Proof of Residency Requirements are as follows
	Homeowner	Real Estate Tax Bill, Property Deed, Current Mortgage Statement or Settlement Statement (new home owners only) to your Brookfield Home AND One (1) current utility bill showing your name and address (cable, electric, gas, telephone, cell phone)
	Leasing/Renting in Brookfield but you DO NOT have a signed lease	Notarized Landlord Affidavit form, including landlord contact information. AND Two (2) current utility bills showing your name and Brookfield address (cable, electric, gas, telephone, cell phone)
	Leasing/Renting in Brookfield AND you have a signed lease	Lease must be unexpired and signed by lessor/lessee and dated. Landlord contact information must be provided. AND Two (2) current utility bills showing your name and address (cable, electric, gas, telephone, cell phone)
	Do not own or rent, but are living with a Brookfield resident	REQUIRED: Two (2) notarized affidavits, Residency Affidavit Forms
		AND Two (2) current utility bills showing your name and address (cable, electric, gas, telephone, cell phone) One (1) current utility bill and tax bill from the Brookfield property owner must also be presented with the owner's name and the Brookfield address.
		If you live in a household where all utilities are in someone else's name or utilities are included as part of your rental agreement, please choose (2) two of the acceptable residency documents that display your Brookfield address: Valid driver's license or valid CT DMV photo identification (stickers not allowed) Valid automobile registration Current homeowners insurance or automobile insurance Current payroll stub Current bank or credit card statement Current letters from governmental agencies; or current court documents. Submission of a utility bill may still be required to prove that the residence is occupied.
		ff notices do not meet residency requirements. Motor vehicle tax bills and water/sewer poof of residency. Documents must be less than 30 days old. Without proof of residency of be completed.
	Parent's Name	Phone Number Parent's Signature Date
	For Office Use Only Utility Bus Company notified	· · · · · · · · · · · · · · · · · · ·