



## **Change of Residence Address Instructions for Currently Enrolled SUSD Families**

If your student is already attending school at Argonaut, Foothill, Saratoga, or Redwood Schools and your family is moving to another home within the Saratoga Union School District, we request you update your address within a week of moving so that mail is not returned. Note that school mail is NOT forwarded by USPS.

### **Instructions to Change Address**

#### **1. Complete NOW:**

- Verify that your new address is within SUSD at [www.saratogausd.org/districtlocator](http://www.saratogausd.org/districtlocator).
- Complete the Statement of Residency Form (attached)
- Make a copy of your new lease (renter) OR purchase agreement or grant deed (homeowner)
- Bring these two items to the District Office, 20460 Forrest Hills Drive, Saratoga. At this point, your address can be changed in our system and your student will be registered conditionally at the new address.
- If your new address is no longer within the Saratoga Union School District, please contact the district office at (408) 867-3424, extension 0.

#### **2. LATER - within 60 days to remove conditional status**

- Within 60 days, bring in the remaining 3 documents below showing your new address:
  - PG&E bill showing 1-2 months usage
  - Utility bill such as water, sanitation, internet, phone, etc.
  - Government mailing such as DMV vehicle registration, IRS or W-2, juror summons, etc

If you are moving temporarily or permanently out of the Saratoga Union School district boundaries, please contact the district office at (408) 867-3424, extension 0.

Enrollment in Saratoga Union School District is open for residents who reside permanently in a habitable residence that falls within school district boundaries. California Education Code (Section 48200) and District Board Policy 5111 require that a student be enrolled in and attend the school that is within the district in which the student's parent(s) or legal guardian(s) reside(s).

# Statement of Residency for Preregistration or Address Change

California Education Code (Section 48200) and District Board Policy 5111 require that a student be enrolled in and attend the school that is within the district in which the student's parent(s) or legal guardian(s) reside(s). This form must be completed, signed, and submitted with proof of residence documents. **DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT.** Evidence that false information was provided will result in immediate withdrawal of the student from the district. **Please PRINT NEATLY.**

- Homeowner                       Leasee/Renter                       Living with Co-Resident or Caregiver

Student's Legal Name: \_\_\_\_\_

First Middle Last

Student's Date of Birth (mm/dd/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: M F Incoming Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Parent/Guardian 1 Legal Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

(primary contact for school & registration) First Last

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

(primary contact for school & registration)

Parent/Guardian 2 Legal Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

First Last

**Initials are required for each statement:**

- \_\_\_\_ (Initial) My student resides with me at the address listed above, which is my primary residence, and I am not using the above address to circumvent state law for purposes of attendance at a particular school district. I agree to notify the district office should my student, or I, move from this address. I understand that home visitation and/or residency verification is part of a periodic process when residency is established.
- \_\_\_\_ (Initial) I understand the Saratoga Union School District will actively investigate all cases where it has reason to believe false information has been provided on this statement; including the use of a School Attendance Officer to verify residency status (verification may include home visits).
- \_\_\_\_ (Initial) I understand the District may refer cases in which false information has been intentionally provided to the County District Attorney for further action and/or file civil action to recover damages incurred as a result of providing false information.
- \_\_\_\_ (Initial) I understand persons providing false information are subject to criminal prosecution for perjury, which is punishable by fine and/or prison term (up to 4 years in state prison). [Family Code § 6552; Penal Code § 118 and 126]
- \_\_\_\_ (Initial) I understand persons providing false information are also civilly liable for fraud, negligent misrepresentation, and negligence. Parties found civilly liable may be required to pay all damages caused to the District as a result of providing false information, as well as punitive damages. [Civil Code § 1709]
- \_\_\_\_ (Initial) I understand persons who induce, obtain, or solicit another person to provide false information are subject to the same criminal prosecution, fines, and imprisonment as the person directly committing perjury. [Penal Code § 127]
- \_\_\_\_ (Initial) I understand investigations that reveal students have enrolled on the basis of providing false information will lead to immediate withdrawal from the District.

**In accord with State Compliance requirements, I have provided the required documentation for proof of residency for enrollment in the Saratoga Union School District. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Signature of Parent/Legal Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_

**For District Office Use ONLY**

**Registration Documents:**

- Student birth certificate or passport
- Immunization record
- Parent IDs (listed above)
- TB assessment form (U.S)
- TK agreement (TK only)

**Residency Documents (showing parent name and residence address):**

- property tax bill
- deed of trust
- lease agreement
- landlord letter/addendum
- one:**
- DMV vehicle registration
- IRS or Social Security mailing
- Registrar of Voters mailing
- juror summons

**complete**

- both:**
- PG&E bill (30-90 days usage)
- additional utility bill (water, internet provider, sanitation, etc)

I agree to provide the following documents by \_\_\_\_\_ to remove the "conditional status" to attend Saratoga Union School District. Documents must show residence address.

**conditional**

- TB assessment form
- property tax bill
- deed of trust
- lease agreement
- landlord addendum
- one:**
- DMV vehicle registration
- IRS or Social Security mailing
- Registrar of Voters
- juror summons
- both:**
- PG&E bill (30-90 days usage)
- additional utility bill (water, cable, sanitation, etc)

Parent Initial: \_\_\_\_\_