



Ankeny Community Schools Change of Address

When currently enrolled student(s) has a change of address, residency must be verified. The parent/legal guardian needs to complete this form along with providing proof of residency prior to the district updating the information. All mail will be sent to the previous address, and transportation will not be arranged until proper proof of residency is obtained.

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|--|----------------------|
| New Address: _____ <small>Address Apt/Lot# City Zip</small> | Phone Number: _____ |
| Old Address: _____ <small>Address Apt/Lot# City Zip</small> | Email Address: _____ |
| Move Effective Date: _____ Temporary Address? Yes No If yes, please explain on back. | |
| Student lives with: <input type="checkbox"/> Both Parents (in one household) <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Joint Custody <input type="checkbox"/> Other _____ | |

Please check the document you have included with this notice
Document must be in the Parent or Guardian's Name

| | | |
|---|---|--|
| <input type="checkbox"/> Printed Verification Page from Polk County Assessor's Web Page | <input type="checkbox"/> Mortgage or Current Property Tax Document | <input type="checkbox"/> Lease agreement with the term listed |
| <input type="checkbox"/> Settlement Statement or Warranty Deed from closing on new home | <input type="checkbox"/> Purchase Contract with Possession/Closing Date | <input type="checkbox"/> Current Utility Bill (gas, electric, water, etc.) |

Please list the names of ALL your students living in the home who attend Ankeny Community Schools.

| Name | Current School | Name | Current School |
|------|----------------|------|----------------|
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I affirm that all information given above is true and correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please print): _____

Email/Fax/Mail or Bring Your Information To:

Email Address: registrar@ankenyschools.org
Fax Number: (515) 965-4234
Phone Number: (515) 289-8955

Mailing Address: Ankeny Community Schools
Attn: Registrar
306 SW School St
Ankeny, IA 50023

You may also submit this information to your child(ren) school secretary.

If the move changes the student's school attendance area and you would like them to continue at the current school for the remainder of the school year, it is the responsibility of the parent to transport the student(s) to and from school. TRANSPORTATION WILL NOT BE PROVIDED. The student will be transferred to the correct school attendance area for the following year. (Board Policy #501.33)