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.

New Address: _______________ _______________ _______________ _______________
Address Apt/Lot# City Zip Phone Number: _______________

Old Address: _______________ _______________ _______________ _______________
Address Apt/Lot# City Zip Email Address: _______________

Move Effective Date: _______________ Temporary Address? Yes No If yes, please explain on back.

Student lives with: ☐ Both Parents ☐ Mother ☐ Father ☐ Joint ☐ Other __________________
(only in one household) Only Only Custody

Please check the document you have included with this notice
Document must be in the Parent or Guardian's Name
☐ Printed Verification Page from Polk County Assessor's Web Page
☐ Mortgage or Current Property Tax Document
☐ Lease agreement with the term listed

☐ Settlement Statement or Warranty Deed from closing on new home
☐ Purchase Contract with Possession/Closing Date
☐ Current Utility Bill (gas, electric, water, etc.)

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

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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 Mailing Address: Ankeny Community Schools
Fax Number: (515) 965-4234 Attn: Registrar
Phone Number: (515) 289-8955 306 SW School St
Email Address: registrar@ankenyschools.org 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)

JT 11/4/13