

All forms must be completed and returned to the Counseling Office with 2 proofs of domicile attached.

St. Charles High School
5305 Piney Church Road
Waldorf, MD 20602
301-753-2090

Change of Address Form

This form **MUST be accompanied by 2 Proofs of Domicile for the new home address within the St. Charles High School attendance zone.** These proofs must show the parent/guardian name, street address (P.O. Box address is not acceptable), and current date. Acceptable proofs of domicile are listed on the back of this sheet.

Student Name: _____ Grade: _____

Old Address: _____

(Street Address)

City

State

Zip Code

New Address: _____

(Street Address)

City

State

Zip Code

Mailing Address (if different): _____

(Street Address)

City

State

Zip Code

New Home Phone Number: _____

Father/Guardian: _____

(Please Print Name)

Mother/Guardian: _____

(Please Print Name)

Is this a change in custody? ☐Yes ☐No (Please provide court documents, if applicable)

Who does the student reside with Monday-Friday? ☐Mother ☐Father

Will this change affect other siblings? ☐Yes ☐No

If yes, please provide name of siblings and school attending:

Name

School Attending

Name

School Attending

Name

School Attending

Name

School Attending

Parent Signature: _____ Date: _____

Daytime Phone: _____ E-mail: _____

For Office Use Only

Proofs of Domicile: _____

Counselor/Registrar Signature: _____ Date: _____

ACCEPTABLE PROOFS OF DOMICILE

- Deed, mortgage statement or settlement document (with signatures of appropriate parties)
- Signed verifiable lease or rental agreement (with signatures of both parties)
- Current complete utility bill with name and address (electric, trash, water, sewer, gas)
- Ratified purchase contract and letter with settlement date
- Recent property owner's insurance bill
- Documentation of benefits from Social Security Administration with name, date and home address
- CCPS Statement of Domicile Verification form accompanied by two acceptable proofs of residency for owner/lessee of the property
- Current paycheck with name and address
- Property title record
- Property tax bill for domicile (not assessment)
- Current court document with name, date and home address
- Written documentation of home visit by a pupil personnel worker

*Note – Proofs must be current within 30 days of registration. Any proof of domicile, bill or other document must be in its entirety with parent/guardian name and both the domicile/service address as well as the mailing address including city, state, and current date.