



Loudoun County Public Schools  
21000 Education Court  
Ashburn, VA 20148

## CHANGE OF ADDRESS FORM

(Please print)

Name of Student(s)	Grade(s)	Birth Date(s)	ID #(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent's Name \_\_\_\_\_

Old Address \_\_\_\_\_

\_\_\_\_\_

New Address \_\_\_\_\_

\_\_\_\_\_

New Phone #(s): (h) \_\_\_\_\_ (dad-w) \_\_\_\_\_ (dad-c) \_\_\_\_\_  
(h) \_\_\_\_\_ (mom-w) \_\_\_\_\_ (mom-c) \_\_\_\_\_

It is understood that the information provided by the undersigned is accurate. Any attempt to falsify information shall result in withdrawal of the student(s), and the appropriate tuition charge shall be assessed for each student(s) found not to be residents in Loudoun County. Under §22.1-264.1 of the **Code of Virginia**, any person who knowingly makes a false statement concerning the residency of a child for the purposes of avoiding tuition or enrollment in a school outside the student's attendance zone, shall be guilty of a Class 4 misdemeanor.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Address changes can not be made without one of the following: A signed lease, settlement papers, mortgage statement or notarized shared housing document. Additional documentation may be requested.** To ensure that you continue to receive important academic information and related mailings from your school, **return the required documents and this form directly to the school.**

### For School Personnel Only

Proof of residency verified

Change entered in Starweb

\_\_\_\_\_ initials

\_\_\_\_\_ initials

\_\_\_\_\_ date

\_\_\_\_\_ date

\_\_\_\_\_ document seen