

Brookfield School District Change of Address

Please complete the following form and provide proof of residency for your new address.

All school mail will be sent to the previous address and bus transportation WILL NOT be arranged until proper proof of residency is submitted to your student's school. There are NO exceptions. Once the address change is verified with the Registrar, the school will contact the bus company and update your student's home address in PowerSchool.

Student's Name _____ Grade _____ School _____ Effective Date of Change _____

Student resides with: Both parents ☐ Mother ☐ Father ☐ Guardian ☐

New Address: _____ Previous Address: _____

Proof of Residency Guidelines

If the Parent/Legal Guardian of the student is:	Proof of Residency Requirements are as follows:
Homeowner	Real Estate Tax Bill, Property Deed, Current Mortgage Statement or Settlement Statement (new homeowners only) to your Brookfield Home AND One (1) current utility bill showing your name and address (cable, internet, electric, gas).
Leasing/Renting in Brookfield but you DO NOT have a signed lease	Notarized Landlord Affidavit form, including landlord contact information AND Two (2) current utility bills showing your name and Brookfield address (cable, internet, electric, gas).
Leasing/Renting in Brookfield AND you have a signed lease	Lease must be unexpired, signed by lessor/lessee, and dated. Landlord contact information must be provided AND Two (2) current utility bills showing your name and address (cable, internet, electric, gas).
Do not own or rent, but are living with a Brookfield resident	REQUIRED: Two (2) notarized affidavits, Residency Affidavit Forms AND <ul style="list-style-type: none">Two (2) current utility bills showing your name and address (cable, internet, electric, gas).One (1) current utility bill and tax bill from the Brookfield property owner must also be presented with the owner's name and the Brookfield address. OR <p>If you live in a household where all utilities are in someone else's name or utilities are included as part of your rental agreement, please choose two (2) of the acceptable residency documents that display your Brookfield address:</p> <ul style="list-style-type: none">Valid driver's license or valid CT DMV photo identification (stickers not allowed)Valid automobile registrationCurrent homeowners insurance or automobile insuranceCurrent letters from governmental agencies; or current court documents Submission of a utility bill may still be required to prove that the residence is occupied.

****Post Office boxes and Shut off notices do not meet residency requirements. Motor vehicle tax bills and water/sewer bills are not acceptable for proof of residency. Documents must be less than 30 days old. Without proof of residency, the registration process cannot be completed. ****

Parent's Name _____ Phone Number _____ Parent's Signature _____ Date _____

For Office Use Only ___ Utility Bill (Electric, Gas, etc.) ___ Mortgage ___ Affidavit ___ Lease ___ Tax Bill ___ Deed
_____ Bus Company Notified _____ PowerSchool Updated _____ Date Completed