

## CHANGE OF RESIDENCE FORM

*This form is intended for use by parents and/or legal guardians who have moved, for the purpose of updating their address information with their current school office.*

It is important that we have your current residential address on file. Moving to another catchment within the Richmond School District WILL NOT result in your child losing their placement at their current school.

In order for us to update your address, proof of residence must be confirmed by providing two of the following documents supporting your new address: **utility or service provider bill, property tax assessment, Driver's License, or ICBC car insurance**. **Please complete this form and attach copies of 2 (two) of the above documents as proof of the change in your residency. Please return to your child's school office.**

### UPDATED RESIDENTIAL ADDRESS INFORMATION (Please Print Clearly)

NEW ADDRESS \_\_\_\_\_ Richmond, BC \_\_\_\_\_  
Apt. # Street No. and Name Postal Code

New Address:  In Catchment  Out of Catchment \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ PHONE \_\_\_\_\_

PARENT/GUARDIAN EMAIL \_\_\_\_\_

STUDENT'S NAME(S):

1. \_\_\_\_\_ GRADE \_\_\_\_\_ CURRENT SCHOOL \_\_\_\_\_

2. \_\_\_\_\_ GRADE \_\_\_\_\_ CURRENT SCHOOL \_\_\_\_\_

3. \_\_\_\_\_ GRADE \_\_\_\_\_ CURRENT SCHOOL \_\_\_\_\_

### DECLARATION BY PARENT/LEGAL GUARDIAN

This will confirm that:

- the named student(s) and parent/legal guardian(s) are residing at the address indicated above
- **the 2 (two) required proofs of residency documents are attached for reference**
- the information above is accurate and I understand that providing false information could result in loss of placement at Richmond Schools.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian