



Torrington Public Schools

CHANGE OF INFORMATION FORM

Documentation Required for Change of Address:

- Copy of a current mortgage statement
- Copy of a current lease showing name of the lessee and tenants with landlord name and phone number
- Current utility bill (gas, electric, landline phone, cable.)
- Copy of tax bill
- Affidavit of Residency Form (with required documents)

Documentation Required for Legal Name Change:

- Legal court order of name change or original copy of birth certificate.

Student's Full Name: _____

School and Grade Level: _____ Effective Date: _____

CHANGE OF ADDRESS

Student residing with: Both Parents Mother Only Father Only Legal Guardian Other _____

New Address: _____

*Please note that a P.O. Box is not considered an address for residency purposes.

Previous Address: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

CHANGE OF LEGAL NAME

New Legal Name: _____

Previous Legal Name: _____

Effective Date of Legal Name Change: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Office Use Only:

Residency Document(s) Provided: Mortgage Lease Utility: _____ Tax Bill Affidavit of Residency

Legal Name Change Document(s) Provided: Legal Court Order Original Birth Certificate

Completed by: _____ Date Submitted: _____ Date Entered in PS: _____