

TO BE USED AFTER SEPTEMBER 8, 2008 CHANGE OF ADDRESS INFORMATION

The Jefferson County Board of Education is comprised of multiple attendance zones which determine where each student in the school system should attend school. The policy of the School Board is that each student must attend school where he or she is zoned.

If a student or his or her family moves during the school year to a different attendance zone, that student will be allowed to attend school in his or her current placement until the end of the school year in which the move occurred provided that:

1. The student moved at least four weeks after school started; and
2. The student and parents/guardian complete a "Change of Address" form and sign the acknowledgment on the form. **Said form must be completed and returned to the Department of Student Services within fourteen days of the establishment of the new residence, with documentation of the date the new residence was established attached to the form; and**
3. The student meets attendance, academic and behavior criteria; and
4. Space continues to be available at the school where he or she started the school year.

If the student has not met attendance, academic and behavior criteria, he or she will not be allowed to stay in the out-of-zone placement. If he or she fails to meet those criteria during the school year, he or she will be subject to immediate placement in the school to which he or she is zoned. **If the new residence is outside of the Jefferson County School District, a release from the new district will be required, as well as submission of appropriate tuition. Personal checks will not be accepted.** Transportation will not be provided for any student allowed to continue attending an out-of-zone school after a change of residency.

The change of address form must be completed in full, must be signed and must be accompanied by documentation of the date of establishing the new residence (i.e., deed, lease, etc.). **Any late, incomplete or inaccurate forms will not be accepted, and a failure to submit the change of address form will result in immediate placement of the student in the new school to which he or she is zoned.** This form should be submitted to the following address:

Department of Student Services
Jefferson County Board of Education
2100 18th Street, South
Birmingham, AL 35209
(205) 379-2165

This form must be received by the Department of Student Services within fourteen (14) days of establishing a new residence. Please do not submit this form to local schools, as the application will not be deemed accepted until received by the Department of Student Services, and local schools cannot be responsible for forwarding said forms.

**JEFFERSON COUNTY BOARD OF EDUCATION
SCHOOL YEAR 2008-2009
CHANGE OF ADDRESS FORM
TO BE USED AFTER SEPTEMBER 8, 2008**

This form is provided for you to notify the Board of Education of a change of address and to allow the student to continue in his or her school placement through the end of the current school year, subject to conditions established by Board policy or procedure.

Please **type or print** and fill out clearly and completely, and **submit** to the **Department of Student Services** within fourteen (14) days of moving. **Documentation of the date of the establishment of the new residence must be attached to this form.**

Student: [Last Name] [First] [Middle]	[Parent/Guardian Name]
[New Address]	[Date Moved to New Address]
[City] [State] [Zip Code]	[New School Zone] [System]
[Old Address]	
[City] [State] [Zip Code]	[Old School Zone/Current Placement] [System]
[Mailing Address (if different from above)]	[Student's Social Security Number]
[City] [State] [Zip Code] [Race]	[Sex] [Date of Birth] [Grade]
Telephone: Home: _____ Work: [Father] _____ [Mother] _____	

I certify that all information submitted in support of this application is true and correct. I further acknowledge that my child is not in his or her assigned attendance zone, and realize that the student shall be allowed to maintain his or her current placement through the end of this school year only, if he or she meets local school criteria and there is space available. I have reviewed the Board's transfer guidelines and the information on the back of this application and acknowledge that the student will be reassigned to his or her zoned school if all local school criteria are not met.

Parent Signature	Student Signature	Date
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FOR OFFICE USE ONLY:

_____	Local School	Tuition Required Amount of Tuition Due	Yes _____ No _____ \$ _____
_____	Information Systems	Release Submitted	Yes _____ No _____