

2022-2023 Change of Address Form

Jefferson County Board of Education

To Be Used On or After September 6, 2022

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 the school zoned for the residence of his or her custodial parent or court-appointed legal custodian. If a student moves during the school year to a different 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 (4) weeks after school started; and
2. The student and parents/custodians complete a Change of Address form and sign the acknowledgement on the form. The form must be completed and returned to the Department of Student Services within fourteen (14) days of the establishment of the new residence, with **documentation of the date of the establishment of the residence**. (lease, utility bill, etc).
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 current school. If he or she fails to meet those criteria during the school year, he or she will be subject to immediate placement in the zoned school. **If the new residence is outside of the Jefferson County School District, tuition will be required.** Transportation will not be provided for any student allowed to continue attending the current school after a change of residence. Any late or inaccurate forms will not be accepted and will result in immediate placement of the student in the new school to which he or she is zoned. **This form and supporting documentation of the date of the move** must be submitted to Shayne Tucker by email to shaynetucker@jefcoed.com or by U.S. mail to Department of Student Services, Jefferson County Board of Education, 2100 18th Street South, Birmingham, AL 35209, **within fourteen (14) days of the establishment of the new residence.**

Student Name: _____ Current School: _____

Student Grade: _____ DOB _____

Date Moved to New Address: _____

New Address: _____

New School Zone: _____

Prior Address: _____

Parent Name: _____ Telephone Number: _____

I certify that all information submitted in this application is true and correct. I understand that my child, if approved, will be allowed to remain in the current school for the remainder of **this school year only**, subject to attendance, academic, and behavioral criteria and may be reassigned to the zoned school if there are concerns in any of these areas. I understand that the student will be assigned to the school zoned for my current residence if this application and documentation of the establishment of the new residence are not submitted within fourteen (14) days of the move to the new residence.

Parent Signature/Date

Student Signature/Date