



Change of Address Form

Four (4) proofs of residency must be submitted to the Central Enrollment Office when changing an address. Failure to do so may jeopardize a student's enrollment in the Berkley School District. The Enrollment Office is open weekdays, 9 am to 5 pm. Please call 248-837-8026 if you have any questions.

A **Qualifying Residence** is defined as a residential dwelling that is either a single family principal residence, as recorded with the Michigan Treasury, or a legal single family rental unit that meets Michigan Treasury and local community requirements for a rental within the boundaries of the Berkley School District.

Proof of Residency must include the following:

Homeowners:

- **A current property tax statement** in the name of the person seeking to enroll the student(s). To qualify as a homeowner, the property must be declared as a principal residence in accordance with state law and guidelines.
- **A current mortgage statement.**
- **Two original utility bills** (DTE, Consumers, Cable TV, and landline phone) within the last 30 days addressed to the person enrolling the student.

Renters:

- **An original signed complete lease** in the name of the person seeking to enroll the student(s). In the case of a month-to-month lease, monthly verification of the rental will be required.
- **A signed landlord statement.**
- **Two original utility bills** (DTE, Consumers, Cable TV, and landline phone) within the last 30 days addressed to the person enrolling the student.

Previous Address:

Street & Number _____

City & Zip Code _____

New Address:

Street & Number _____

City & Zip Code _____

Student _____ School _____

Student _____ School _____

Student _____ School _____



B E R K L E Y
S C H O O L S

CENTRAL ENROLLMENT OFFICE

14501 Talbot, Oak Park, MI 48237

p. 248-837-8026 f. 248-544-5835

www.berkleyschools.org/enrollment

Residency Acknowledgment of Release Information

I, _____ declare that I physically

reside at Street Address _____

City _____, Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Student Name(s) _____

I further declare that I comply with the State of Michigan General School Laws, which requires that students attend school in the district in which they live with their parents or legal guardians. In order to affirm my residence in the Berkley School District, I have presented certain documents with my address to school officials. I declare that these documents are true and accurate and further, I am aware that the deliberate falsification of information for school attendance purposes is unlawful.

I acknowledge and authorize the Berkley School District to verify the residency documentation I have submitted and other pertinent information with the source that the documentation originated, as it pertains to my residence.

Falsification of any enrollment information will result in the student(s) being dropped from the enrollment in the Berkley School District. Any material, false statement or information may subject the undersigned to criminal penalties for fraud or perjury.

Parent/Guardian Signature

Date