



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. All parents or legal guardians must provide a form of identification.

Proof of Residency must include the following:

Homeowners:

- **Driver’s License or State ID** showing photo identification of parent/guardian name and current address
- **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:

- **Driver’s License or State ID** showing photo identification of parent/guardian name and current address
- **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 _____

Updated 10/23