

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 502.4.5.5P Adopted May 1999 Revised April 2009

Title Change of Address Confirmation

*NOTE: The following letter shall be sent to a student's parent or guardian by the District 196 student information supervisor when there is a question about a student's change of address.*

Dear (Parent/Guardian),

It has been brought to my attention that you recently recorded a change of address for your son/daughter, (name) \_\_\_\_\_. Please provide documentation in support of the recorded address as indicated below.

The purpose of this request is to assure compliance with District Policy 502, Student Transfers, which states: *The school a student under age 18 attends is based on the residence of the student and his or her custodial parent or legal guardian.*

Authenticating documentation shall consist of one of the following:

- A. Verification that the recorded new address is the residence of your son/daughter and one or both of the custodial parents, or
- B. Verification that the recorded new address is the residence of your son/daughter and his or her legal guardian. (Documentation must include court documents verifying the appointment of the legal guardian.)

Please provide the required authenticating documentation within 10 days of receipt of this letter. Documentation should be mailed or delivered to:

Student Information Supervisor  
Independent School District 196  
3455 153<sup>rd</sup> Street West  
Rosemount, MN 55068

Failure to provide the authenticating documentation within the prescribed time line will prohibit the transfer of your son/daughter to the school corresponding to your new recorded address.

If you have any questions regarding this matter, please contact me at 651-423-7644.

Sincerely,

(Name)  
Student Information Supervisor

c: Director of Secondary Education, Director of Elementary Education or  
Director of Special Education