



BOARD OF EDUCATION OF THE BOROUGH OF MADISON

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Dr. Michael A. Rossi, Jr.
Superintendent of Schools

Gary S. Lane, RSBA
Business Administrator/ Board Secretary

CHANGE OF ADDRESS MEMORANDUM

TO:

FROM: Madison Board of Education

DATE:

We have been informed that you recently moved within the Borough of Madison. In order to update your student(s) records, it is necessary for you to complete the district's residency process to prove residency at your new address **within 30 days of receipt of this letter.**

Please make an appointment by contacting the Madison Board of Education at 973-593-3101 (*extension 3102*) in order to complete the residency process. Please bring this form along with the other necessary residency forms that relate to your situation (*see below*). All forms are available on the district's website: www.madisonpublicschools.org Click on the Residency/Registration tab at the top to download the necessary forms.

- Valid NJ Driver's License or Morris County or NJ State ID
- Deed or mortgage or closing statement-**for homeowners**
- Lease, with an expiration date-**for leasers**
- Owner/Landlord affidavit, **notarized-for leasers**
- Two or three recent proofs of residency (i.e. utility bills from different vendors, such as PSE&G, cell phone bill, water/electric bill (counts as only one because Borough of Madison is the supplier), NJ vehicle registration, NJ voter registration, bank statements, credit card bills, etc.)
- District Form: Certificate of Residency for **each child**
- Standard Registration Form 100 pages 3&4 only (if no changes to pages 1 & 2)
- Other special circumstances require different forms in addition to the above proofs. For more info visit: <http://www.madisonpublicschools.org/Page/430>

Parents/Guardians		
Former Address		
Current Address		
Student Name	Former School <small>(CAS, KRS, TJS, MJS, MHS)</small>	Current School <small>(CAS, KRS, TJS, MJS, MHS)</small>
1.		
2.		
3.		
4.		

NOTE: The proofs of residency address must match the valid ID provided. For example, if dad's name is on the proofs, then dad must provide valid ID, if mom's name is on the proofs, then mom must provide valid ID, etc.