



WELLESLEY PUBLIC SCHOOLS
CHANGE OF ADDRESS TO ANOTHER WELLESLEY NEIGHBORHOOD
School Year _____

**PLEASE COMPLETE ONE FORM FOR EACH CHILD AND RETURN TO THE
 SCHOOL THE STUDENT CURRENTLY ATTENDS**

Student: _____ Grade: _____ Date: ____/____/_____

PLEASE COMPLETE IF YOUR STUDENT IS CURRENTLY ATTENDING WMS OR WHS:

Old Address: _____ Zip Code: _____

New Address: _____ Zip Code: _____

PLEASE COMPLETE IF YOUR STUDENT IS CURRENTLY ATTENDING A WPS ELEMENTARY SCHOOL:

Current Neighborhood School: _____ New Neighborhood School: _____

Old Address: _____ Zip Code: _____

New Address: _____ Zip Code: _____

You have the option to apply for Open Enrollment between March 1st and May 1st for the next school year to request a permanent placement at your current school.

For information about this process, please refer to the WPS School Committee Policy: School Enrollment and School Assignment on the WPS Website - www.wellesleyps.org

REQUIRED DOCUMENTS PARENT/LEGAL GUARDIAN PROVIDES

_____ **Proof of Residency** – Current Property Tax Bill, Lease Agreement with children’s names listed in the lease **or** Fully Signed and Executed Purchase and Sale (P&S) Agreement (Occupancy date must be within 45 days of enrollment)

_____ **Proof of Occupancy** – Current Utility Bill or Notarized Occupancy Statement in-lieu of a Utility Bill

Parent/Guardian Signature: _____ **Date:** ____/____/_____

FOR OFFICE USE ONLY

_____ Remain at current school for the remainder of this school year.

_____ Transfer to new neighborhood school (only applicable for elementary school).

Reason for Decision: _____

Central Office Approval: _____ **Date:** ____/____/_____