



## FULL FAMILY MOVE DOCUMENTATION CHECKLIST

Student Name: \_\_\_\_\_ School: \_\_\_\_\_  
Date: \_\_\_\_\_

In order to verify a **FULL FAMILY MOVE** for a transfer to a different High School, the following documents are **REQUIRED** to be provided. This is a CIF Central Section rule that is in compliance with the CIF State bylaws. Paperwork cannot be sent to the former school site and the Section Office until **ALL** requirements are met. **The Section Commissioner has the discretion to request additional documents that he deems necessary to confirm residency.**

### REQUIRED – ALL FIVE (5) MUST BE SUBMITTED

- \_\_\_\_\_ 1. Real Estate Documents indicating & verifying the change of residence OR proof of entering a long-term lease (minimum of 12 months)
- \_\_\_\_\_ 2. Bank account statement/Credit card statement
- \_\_\_\_\_ 3. Proof of submitting a change of address to the US Postal Service to receive mail at the new address
- \_\_\_\_\_ 4. Operative telephone AND utility service at the student's new residence and terminated at the former residence
- \_\_\_\_\_ 5. Proof of changes address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license

### AT LEAST TWO (2) OF THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED

- \_\_\_\_\_ A. Court documents indicating a change of residence
- \_\_\_\_\_ B. Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver
- \_\_\_\_\_ C. Proof of paying for utilities at the new residence including phone, gas, electricity, water, cable television, and garbage collection
- \_\_\_\_\_ D. Voter registration listing the new address
- \_\_\_\_\_ E. Rent payment receipts
- \_\_\_\_\_ F. Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration