

CHANGE OF ADDRESS FORM (check correct option below)

_____ Moving within the same local school district Date: _____

- Fill out a change of address information below and return to TEECS' Main Office along with primary proof of residency. If you do not own or rent the property you are moving to, you must provide a notarized residency affidavit along with primary proof of residency from the homeowner/leaseowner.
- Complete a new B6T (transportation) form and return to TEECS' Main Office. PLEASE NOTE: We cannot accept digital signatures on this form nor can we accept the form through email.
- Update your address with your local school district's registrar's office.

_____ Moving from one school district to another Date: _____

- Fill out a change of address information below and return to TEECS' Main Office along with primary proof of residency. If you do not own or rent the property you are moving to, you must provide a notarized residency affidavit along with primary proof of residency from the homeowner/leaseowner.
- Complete a new B6T (transportation) form and return to TEECS' Main Office. PLEASE NOTE: We cannot accept digital signatures on this form nor can we accept the form through email.
- Register as a new student in your new local school district and provide TEECS' with the transfer card. You will need a transfer card from your old district along with proof of admission from TEECS.

STUDENT(S): _____

OLD ADDRESS: _____

NEW ADDRESS: _____

EFFECTIVE DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Your new address will be updated in PowerSchool once we receive both this change of address form and an updated B6T form. Bus passes (if applicable) will be mailed from your local school district and can take up a week to be issued.

(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION

Please submit a separate application for each child to the private school

SCHOOL YEAR _____ RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

GENDER _____ PARENT/GUARDIAN NAME _____ DAYTIME PHONE _____
M or F AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED _____ PHONE _____

ADDRESS OF SCHOOL _____

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____
MILES TENTHS (MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS _____ CLOSES _____ SCHOOL HOURS FROM _____ AM TO _____ PM

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

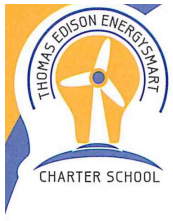
INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

- IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:
 - ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

NOTE:

 - IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.
 - IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.
 - IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.
- A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.



RESIDENCY AFFIDAVIT

Street Address: _____

City, State, Zip: _____

1. Is your current address a temporary living arrangement? ___Yes ___ No

2. Is this temporary living arrangement due to loss of housing or economic hardship? ___Yes ___ No

Section A: Student Information

Student Name: _____ Date of Birth: _____

Student Name: _____ Date of Birth: _____

Student Name: _____ Date of Birth: _____

Student Name: _____ Date of Birth: _____

Section B: Parent/Guardian Information

Parent Name: _____ Relationship: _____

Parent Name: _____ Relationship: _____

Previous Address: _____

Section C: Owner/Leaseholder Information

Owner/Leaseholder's Name: _____ Cell Phone: _____

Relationship to Parent/Guardian: _____

To be completed by Primary Owner/Leaseholder:

I hereby affirm that _____ (name of parent/guardian) and their child(ren) are residing with me at the above address. I understand that the local school district has the right to conduct an investigation to verify residence of the parties named in this affidavit, including a visit to my home and interviews with my neighbors. I can be contacted at the number listed above should the local school district require further information.

Parent Signature: _____

Leaseholder/Homeowner Signature: _____

Notary: _____ Date: _____