

CHANGE OF ADDRESS INSTRUCTIONS

1. **Complete the change of address form.** Additional forms may be found on the website at www.cbsd.org
2. **Submit the change of address form and your proof of residency** by mail, fax, email or in person to Central Registration:

Central Bucks School District (Phone) 267 893 -2111
Registration Office (Fax) 267 893-5940
16 Welden Drive
Doylestown, Pa 18901 centralregistration@cbsd.org

Three proofs of residency are required.

Proof of Residency: A) Deed/Lease/Agreement of Sale
B) Two Utility Bills/Billing Statements

NOTE: Contracts to purchase or lease a property may be used to **initiate** a change of address. We will request additional verification of occupancy/deed in thirty days. Multiple Occupants (living with a district resident) must complete the Multiple Occupancy Affidavit available on the website or call the Central Registration Office.

Once the form and documentation are received, Central Registration will notify your student's current school and your new school (**if you are moving to another attendance area**).

3. You must call your new school (if applicable) for new classroom assignments/schedules/transfer start date.

District Phone Numbers

Elementary Schools
Barclay (267)893-4100
Bridge Valley (267) 893-3700
Buckingham (267) 893-4200
Butler (267) 893-4250
Cold Spring (267) 893-3800
Doyle (267) 893-4300
Gayman (267) 893- 4350

Elementary Schools
Groveland (267) 893-4600
Jamison (267) 893-3500
Kutz (267) 893-3900
Linden (267) 893- 4400
Mill Creek (267) 893-3600
Pine Run (267) 893- 4450
Titus (267) 893-4500
Warwick (267) 893-4050

Secondary Schools
Holicong MS (267) 893-2700
Lenape MS (267) 893-2800
Tamanend MS (267) 893-2900
Tohichon MS (267) 893-3300
Unami MS (267) 893-3400
CB East HS (267) 893-2300

4. Transportation will **automatically** receive your new address. If you are eligible for transportation, your new bus information will be available on **parent portal in approximately 48 hours**. Contact transportation@cbsd.org for assistance.



Central Bucks School District Change of Address Form

Date: _____

Table with 4 columns: Student, School, Grade, Resides with: (check all that apply). Rows include checkboxes for Mother, Father, Stepparent, Guardian, and Other (please explain).

Form with two columns for Parent/Guardian information, including fields for New Address, Effective Date, Previous Address, and Email/Phone.

Three proofs of residency are required. Contracts to purchase or lease may be submitted to initiate a change of address. Additional verification of occupancy (Deed/Utility bills) will be required and requested in thirty days.

Residency : [] OWN [] LEASE [] Multiple Occupant(Multiple Occupancy Affidavit Required)

X _____ Date: _____
(Parent/Guardian Signature)

X _____ Date: _____
(Parent/Guardian Signature)

All changes of address are processed at:

CBSD Educational Services Center
Central Registration
16 Welden Drive
Doylestown, PA 18901

Phone: (267) 893-2111
FAX: (267) 893-5940
centralregistration@cbsd.org

NOTICE: Transportation adjustments will take approximately 48 hours to complete after and address change is submitted.