



Change of Address Form

BH-BL Transportation Department

If you have moved or are moving from one home to another in the Burnt Hills -Ballston Lake Central School District you must fill out this form and return it to the District Registrar's Office, 88 Lakehill Road, **along with copies of two acceptable proofs of residency that display your name and new address**. If you have children in more than one school, you only need to fill out one form.

Proof of residency include: Current utility bill, valid driver's license, rental/lease agreement, house deed or closing papers, auto insurance, NYS photo ID or notarized letter from your landlord. If you have any questions regarding residency, please contact Jackie Martini at the Registrar's Office at 518-399-9141, ext. 85002.

You may also mail the completed form and your copies of proof of residency to: Burnt Hills-Ballston Lake School District, Attention: Jackie Martini, Registrar, PO Box 1389, Ballston Lake, NY 12019. **This form and proof of residency is required in order to change your child's bussing**. Allow five business days for bussing changes to take effect.

Parent/Guardian: _____

Previous Address: _____

New Address (Cannot be a PO Box): _____

Effective date of move: _____

Updated Phone Numbers: _____

Student Name, Grade, School: _____

Student Name, Grade, School: _____

Student Name, Grade, School: _____

Student Name, Grade, School: _____

- Registrar
- Transportation
- School