

# Lexington Public Schools

146 Maple Street Lexington, Massachusetts 02420

Central Registration Office

[Lpscentralregistration@lexingtonma.org](mailto:Lpscentralregistration@lexingtonma.org)

(781) 861-2580, ext. 68100

Fax: (781) 863-5829

## STUDENT ADDRESS UPDATE REQUIREMENTS CHECKLIST

### Please Note: ALL Address Changes are By Appointment ONLY

Outlined below is the documentation required to update a student's address in Lexington Public Schools. Please bring all documents to your Central Registration appointment. All residency documents **MUST** be in paper form; **NO** screenshots will be accepted. Please make sure that you have occupancy of your new address and **ALL** required documentation prior to your appointment.

**If you are unable to provide any of the required documentation for any reason, please contact Central Registration at (781) 861-2580 ext. 68100 or [LPSCentralRegistration@lexingtonma.org](mailto:LPSCentralRegistration@lexingtonma.org)**

**Any family who changes address within the Town of Lexington or Boston must notify their student's school and call Central Registration (781) 861-2580 ext. 68100 within 5 days of moving to make an appointment and provide updated residency documentation. Please do not hesitate to call our office with questions.**

Certificate of Residency Form

Valid Parent/Guardian Photo ID

Please submit at least **one document from each** of the following columns as proof of residency. Each document **must include** parent/guardian's name AND the Lexington address.

| COLUMN A   | COLUMN B  | COLUMN C   |
|--|---|--|
| Record of the most recent mortgage payment <b>AND/OR</b> property tax bill<br><br>Copy of standard rental lease <b>AND</b> most recent rental payment<br><br>Copy of HUD lease, or other public housing lease <b>AND</b> record of most recent rental payment<br><br>Copy of other lease, signed and notarized Landlord Affidavit <b>AND</b> record of most recent payment | A utility bill or work order dated within the past 60 days showing the Lexington address, including:<br><br>Gas Bill<br>Oil Bill<br>Electric Bill<br>HOME telephone bill (not cell phone)<br>Cable Bill<br>Water Bill | Valid Driver's License showing a Lexington home address<br><br>Current Vehicle Registration showing a Lexington home address<br><br>Valid Massachusetts Photo Identification Card showing a Lexington home address<br><br>Renter/Tenant Insurance Policy<br>Homeowners Insurance Policy<br>Bank or Credit Card Statement<br>07.28.17 |

