**Change of Address Procedures**

It is a condition of the enrolment that parents/carers advise the school within 7 school days of:

* a change of address, telephone contact details or emergency contact information
* any change in the student’s medical condition or a new medical condition

If the change of address occurs during the school holiday period, the parent/carer will inform the school on the first day of the new term.

Should a student and their family relocate to an address outside the Parramatta Public catchment area, it is expected that the student will enrol at the primary school local for their new address.

The school office staff will provide the parent/carer with the name of the school, principal and contact details.

When a student changes to an address within the local catchment area, the parent/carer is required to produce evidence of the local address with the following documentation – Originals only; no copies or email versions.

**Support documents for IN-AREA change of address**

Please provide required documents from List A and List B below

**List A**

If you are the owner of the property

* Purchase contract for property AND
* Council Rates OR
* Water Rates

If you are renting the property

* Signed Rental Agreement stamped by the Leasing Agent – Valid for at least 6 months
* Rental Bond Lodgment stamped by Leasing Agent
* Tenant Trust Ledger – must show Rental Bond Lodgment receipt AND current Rental Payment
* NSW Fair Trading Advice of Lodgment

**List B**

* Electricity

AND **at least 1** of the following:

* Gas
* Landline phone (not mobile phone)
* Internet connection
* Home contents insurance

**All documents must be**:

* In YOUR name
* ORIGINALS – no photocopies
* Current dated – no more than 3 months old