



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Central Registration Office

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

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
<ul style="list-style-type: none"> Record of the most recent mortgage payment AND/OR property tax bill Copy of standard rental lease AND most recent rental payment Copy of HUD lease, or other public housing lease AND record of most recent rental payment Copy of other lease, signed and notarized Landlord Affidavit AND record of most recent payment 	<p>A utility bill or work order dated within the past 60 days showing the Lexington address, including:</p> <ul style="list-style-type: none"> Gas Bill Oil Bill Electric Bill HOME telephone bill (not cell phone) Cable Bill Water Bill 	<ul style="list-style-type: none"> Valid Driver's License showing a Lexington home address Current Vehicle Registration showing a Lexington home address Valid Massachusetts Photo Identification Card showing a Lexington home address Renter/Tenant Insurance Policy Homeowners Insurance Policy Bank or Credit Card Statement <p style="text-align: right;">07.28.17</p>

