



FULL FAMILY MOVE DOCUMENTATION CHECKLIST

Student Name: _____ School: _____

Date: _____

In order to verify a FULL FAMILY MOVE for a transfer to a different High School, the following documents are REQUIRED to be provided. This is a CIF San Diego Section rule that is in compliance with the CIF State bylaws. Paperwork cannot be sent to the former school site and the Section Office until ALL requirements are met. The Section Commissioner has the discretion to request additional documents deemed necessary to confirm residency.

Please upload this completed checklist and copies of documentation below when submitting request for eligibility based on a valid change of residence through CIFSDS Home.

REQUIRED – ALL FIVE (5) MUST BE SUBMITTED

- _____ 1. Real Estate Documents indicating & verifying the change of residence OR proof of entering a long-term lease, minimum of 12 months (if lease is shorter than 12 months, additional documentation may be requested).
- _____ 2. Bank account statement/Credit card statement
- _____ 3. Proof of submitting a change of address to the US Postal Service to receive mail at the new address
- _____ 4. Proof of operative utility service at the student's new residence and evidence of termination at the former residence
- _____ 5. Proof of change of address on the parent(s)/guardian(s)/caregiver and age-appropriate student driver's license

AT LEAST TWO (2) OF THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED

- _____ A. Court documents indicating a change of residence
- _____ B. Declaration of residency executed by the student's parent(s)/guardian(s)/caregiver
- _____ C. Proof of paying for other utility at the new residence including phone, gas, electricity, water, cable television, and garbage collection
- _____ D. Voter registration listing the new address
- _____ E. Rent payment receipts
- _____ F. Proof of transfer of the parent(s)/guardian(s)/caregiver and age-appropriate student's motor vehicle registration