

Onteora Central School District

P.O. Box 300
Boiceville, NY 12412
(845) 657-6383
(845) 657-8742 FAX

Change of Address Form

Whenever a change of address occurs, proof of residency at the new address must be established. Please complete this form, the enclosed Residency Questionnaire and return both along with the required proof of residency documents. See the attached memo for a list of documents that can be used as proof of residency.

PARENTS/LEGAL GUARDIAN(S) RESIDING AT THE NEW ADDRESS	
Parent/Legal Guardian Name:	
Parent/Legal Guardian Name:	

STUDENT(S) AND OTHER CHILD(REN) RESIDING AT THE NEW ADDRESS		
STUDENT(S) FULL NAME	SCHOOL	GRADE

OTHER ADULT(S) RESIDING AT THE NEW ADDRESS	
FULL NAME	RELATIONSHIP TO STUDENT

New Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

New Home Phone: _____ Effective Date: _____

Additional Information (if applicable): _____

Parent/Guardian Signature: _____ Date: _____

Onteora Central School District

PO Box 300, Boiceville, NY 12412

Monica LaClair
Assistant Superintendent for Business

845-657-8499
Fax 845-657-8742

RESIDENCY REQUIREMENTS

Welcome! In order to be enrolled in the Onteora Central School District, you must reside within the boundaries of the District. **Proof of residency is required upon registration.**

HOMEOWNER

Please provide the following documentation:

- A copy of the deed or the most recent school tax bill, or
- A copy of a recent mortgage statement

and a copy of any two (2) required documents listed below.

If you just recently closed on a new home, please provide:

- The Settlement Statement from the closing or
- Certificate of Occupancy along with a homeowner's insurance policy

and a copy of any two (2) required documents listed below.

RENTER

If you rent a house/apartment you must provide an "*Affidavit of Property Owner in Support of Admission to Onteora Central School District Form*" completed and signed by the owner and notarized along with a copy of the property owner's most recent school tax bill for the property you are renting.

You must also provide a copy of any two (2) required documents listed below.

REQUIRED DOCUMENTS

The name and address on these documents **must** match the name and address of the parent or legal guardian of the student being registered.

Utility bills
Homeowners/Renters Ins. Policy
Current N.Y.S. Driver's License
Income Tax Return
Bank Statement

Auto Insurance Card or Policy
Moving Company Receipt Documents
Documents issued by federal, state or
local agencies.

**The District will not accept a P.O. Box as a physical address.
The physical address must appear on all documents.**

This documentation will substantiate your residency in the District. Thank you.

