



## 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 attached 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.

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

<b>STUDENT(S) AND OTHER CHILD(REN) RESIDING AT THE NEW ADDRESS:</b>		
STUDENT(S) FULL NAME	SCHOOL	GRADE

<b>OTHER ADULT(S) RESIDING AT THE NEW ADDRESS:</b>	
FULL NAME	RELATIONSHIP TO STUDENT

New Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

New Home Phone: \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

Additional Information (if applicable): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN TO: **DISTRICT REGISTRAR** at [swood@onteora.k12.ny.us](mailto:swood@onteora.k12.ny.us) or call 845-657-6383



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CENTRAL ADMINISTRATION  
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## 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 OR NON-HOMEOWNER**

If you rent a house/apartment or are living with family, 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 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.**

