

Public Schools of the Tarrytowns



Pupil Personnel Services- District Registration Office K-12

Melanie Alberto- District Registrar

Scott Dorn- Assistant Superintendent of Pupil Services

CHANGE OF INFORMATION FORM

Please complete **ONLY** the information that is applicable

Student's Name: _____

School/Grade: _____

Previous Information:

Address: _____ (^see below)

Phone Number: _____

Email: _____

New Information:

Address: _____

Phone Number: _____

Email: _____

^ All new changes of address must be accompanied by 3 forms of proof of residence. Please refer to the acceptable proofs of documentations list as a reference.



Public Schools of the Tarrytowns

Pupil Personnel Services, District Registration Office K-12

Melanie Alberto- District Registrar

Scott Dorn- Assistant Superintendent of Pupil Services

STUDENT RESIDENCY QUESTIONNAIRE

LEA: TUFSD

Name of School: _____

Name of Student: _____

Gender: Male _____ Female _____ Date of Birth: _____ Grade: _____

Address: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act, Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In permanent housing
- In a shelter
- In a hotel/motel
- In a car, park, bus, train, or campsite
- With another family or another person because of loss of housing or because of economic hardship (sometimes referred to as "doubled-up")
- Other temporary living situation (Please describe): _____

Were you displaced because of a natural disaster? (Circle one) Yes No

Print name of Parent/Guardian (Date)

Signature of Parent or Guardian



Public Schools of the Tarrytowns

Pupil Personnel Services, District Registration Office K-12

Melanie Alberto- District Registrar

Scott Dorn- Assistant Superintendent of Pupil Services

Acceptable Proofs of Residence

Homeowners are requested to submit **one form from Category A** and two forms of proof from Category B:

Category A proof

- a) Mortgage statement containing matching names and addresses within the last 60 days **or**,
- b) Deed

If in the process of purchasing a home a signed contract is NOT acceptable, however, closing documents are.

Non-Homeowners are requested to submit **one form from Category A** and two forms of proof from Category B:

Category A proof

- a) Current residential lease signed by both tenant and landlord **or**,
- b) If no lease- **Landlord Affidavit Form**: Completed and Notarized attached with a copy of deed, property tax bill or water bill with name of Landlord **or**,
- c) A "**Third Party Verification Form**" or a notarized statement by a third-party or completed from owner or tenant from whom the parent(s) or person in parental relation leases or with whom they share property within the district. **The owner or tenant of record must provide a lease, LL affidavit, mortgage, or deed with the completed Third Party Verification form.**

Category B Proof -Must submit 2 proofs from the list with current address listed not older than 2 months (60 days).

Category B proof (choose 2)

- Utility, or other bill (no older than 60 days) **A cellphone bill is not accepted**
- Homeowner's/Renter's insurance policy
- Auto Insurance Card/policy
- Vehicle registration
- Bank or credit card statement
- TANF or Public Benefits Statement from DSS
- Driver's license, learner permit or government issued ID
- Pay stub (no older than 60 days)
- Income tax forms
- Membership documents based upon residency
- Voter registration documents