

DISTRICT REGISTRATION OFFICE
 Clarkstown Central School District
 62 Old Middletown Road
 New City, NY 10956
 (845) 639-6310
registrar@ccsd.edu

CHANGE OF ADDRESS PROCESS

- Address Changes must be made by appointment with the District Registration Office.
- Change of Address Form, Photo ID and Proof of Residency at the new location are required at time of appointment.

CHANGE OF ADDRESS FORM
(Please Print All Information)

Student Name:				DOB:
Grade:		Address Change Effective Date:		
School Name				
Parent/Guardian Name:			New or Current Phone Number:	
Old Address:				
New Address:				
Parent/Guardian Signature:			Date:	
NOTE:	<p>TRANSPORTATION – Your address change will impact transportation. See Board of Education Policy 8410 for mileage requirements.</p> <p>TRANSPORTATION changes require 3-5 days to process. The Transportation Team will contact you directly with your new route information. It will also be available on the parent portal.</p>			
<i>For Office Use Only:</i>				