



Public Schools of the Tarrytowns

CHANGE OF INFORMATION FORM

In order to protect your child's personal information, the Public Schools of the Tarrytowns requires that this Change of Information Form be completed by the *custodial* parent to update your child's record in our student information system for the following changes: address, phone number, and legal name.

Student First Name: _____ **Last Name:** _____

School/Grade: _____ **Student ID:** _____

Address Change: *Requires proof of new address (ie. lease agreement, mortgage statement, etc.) Please refer to the **Acceptable Proofs of Residence** form attached.*

Previous Address: _____

New Address: _____

Phone Number Change: *Please list **ONLY** phone numbers you wish to change.*

Previous Phone # (type: _____): _____

New Phone # (type: _____): _____

Name Change: *Proof of legal name required (birth certificate, passport, court document).*

New First Name: _____ New Last Name: _____



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STUDENT RESIDENCY QUESTIONNAIRE

LEA: TUFSD

Name of School: _____

Name of Student: _____

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

Household 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

Signature of Parent/Guardian

Date



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ACCEPTABLE PROOFS OF RESIDENCE

**Homeowners and tenants/renters are required to submit:
1 proof from Category A and 2 proofs from Category B**

Category A Proof:

Homeowner:

- 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.

Tenant/Renter:

- 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 the 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 (not 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 (not older than 60 days)
- Income tax forms
- Membership documents based upon residency
- Voter registration documents