East Ramapo Central School District

105 S. Madison Ave, Spring Valley, NY 10977 T: (845)577-6000

Dear Parents and Guardians:

We hope this message finds you well. If you need to update a student's home address in the East Ramapo Central School District, please follow the step-by-step instructions below to ensure the change is processed correctly and without delay.

Steps to Change a Student's Home Address

1. Gather the Required Documents
You will need the following:

- **A valid proof of your new residence** (for example: a utility bill such as electric, water, phone, or cable, a lease agreement, mortgage statement, or official government correspondence dated within the last 30 days).
- **A photo ID of the parent or legal guardian listed in the student's school records.**

IMPORTANT:
If you do not have or cannot provide any of the required documents, please contact the Central Registration Office immediately or visit us between **8:00 a.m. and 3:30 p.m**.

2. Residency Affidavit (when the proof of address is in the name of someone other than the parent or legal guardian)
Attached you will find an Affidavit of Residency form. This form can be completed if the proof of residence is not in the name of the parent or legal guardian.

For example: if parents or guardians live in a home where their names are not on the lease agreement, but the names of the owners or tenants are, that person must complete and notarize the affidavit to confirm that the family lives with them.

3. Contact the Central Registration Office
Call or visit the Central Registration Office at the following address:
105 S. Madison Avenue, Spring Valley, NY 10977
Let us know that you need to update your address and provide all the documents mentioned above.

NOTE: You can print the necessary forms from our website (**ERCSD.ORG**). Once completed, you may submit them in the following ways:

- By email
- By postal mail
- In person

Note: Submitting the forms in person may result in faster processing. Documents sent by mail may take several days to arrive or may get lost in transit.

6. School Transportation
If your student receives school transportation, please allow at least one week for a new route and bus pass to be assigned. If it takes longer than the time mentioned, you may contact the Transportation Department at **845-577-6490**.

If you need assistance during this process, please do not hesitate to contact the school office or the District's Registration Department.

Sincerely,

The Registration Team

Si aplicable

East Ramapo Central School District
Office of Central Registration
105 S. Madison Ave. Spring Valley, NY 10977
Phone: (845) 577-6065

DECLARACIÓN DE RESIDENCIA / DECLARACIÓN JURADA

Aviso: El arrendador / propietario y el inquilino /residentes pueden, pero no están obligados a, tener este documento notariado.

ESTADO DE NUEVA YORK
CONDADO DE ROCKLAND
CIUDAD DE RAMAPO

Yo_____declaro que _____

(Nombre del dueño/ arrendador / propietario) (Nombre de madre, padre, o tutor)

Y el estudiante, _____Fecha de Nacimiento: _____

_____Fecha de Nacimiento: _____

_____Fecha de Nacimiento: _____

_____Fecha de Nacimiento: _____

_____Fecha de Nacimiento: _____

Han establecido su residencia conmigo en:

Dirección: _____ Apartamento: _____

Cuidad: _____ Estado: Nueva York Código Postal: _____

Declaro que mi casa es la residencia real, única y legal de la familia mencionada.

_____ _____

Firma del Dueño/ Propietario/ arrendador Firma del inquilino (madre/padre o tutor)

Jurada ante mi hoy Jurada ante mi hoy

Día_____de_____, 20____ Día_____de_____, 20____

_____ _____

(NOTARIO) (NOTARIO)

* Si notariado, el firmante entiende que el hacer una declaración falsa con respecto a la residencia real, actual y legal de los arreglos de domicilio de la familia, tal como se describe en la declaración anterior, es una violación de la Sección 210.35 de la Ley Penal del Estado de Nueva York, que es un delito menor de clase, y puede ser castigado con una multa de mil dólares y/o un año de prisión. Se le permite al Distrito evaluar la credibilidad de una declaración jurada a diferencia de una declaración no jurada.