



Change of Address Form

In order to complete your change of address request, please complete this form and return it to me as soon as possible, along with the two required proofs of residency.

Parent name(s): _____ Phone Number: _____

New Address: _____

Child's Full Name: _____ Grade: _____

School: _____ ID: _____

Child's Full Name: _____ Grade: _____

School: _____ ID: _____

Proof of residency and physical presence within the District – two forms of proof are required, examples of acceptable documentation include, but are not limited to:

- a. Income tax forms, deed or lease, pay stub, voter registration document(s), driver's license, learner's permit, non-driver identification, utility bills, government-issued identification cards with the local address or membership documents issued by public agencies or entities where membership is based upon residency.
- b. A written statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the District; and/or;
- c. A written statement by a third party, who is a resident of the District, relating to the parent(s)' or person(s) in parental relation's physical presence in the District.

Upon receipt of the required forms, I will process your change of address and notify your child's school as well as our Transportation Department. Please do not hesitate to contact me if you have any questions.

Kristine Connor
Central Registrar
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(914) 241-6107