

**PAWLING CENTRAL SCHOOL DISTRICT (PCSD)
CHANGE OF ADDRESS**

When an enrolled student has a change of address within PCSD, residency must be verified by the District registrar. The change cannot be processed by the bus garage or school buildings. Proof of residency must be submitted and verified by the registrar. Once verified by the registrar, transportation and school(s) will be notified. Transportation will contact the parent with the new bus information.

**Please return completed forms with acceptable documentation to the Registrar at the District Office:
Pawling Central School District, 515 Route 22, Pawling, NY 12564 (845) 855-2658**

CHECKLIST FOR CHANGE OF ADDRESS (new address must be within the Pawling Central School District)

- ✓ Change of Address and Housing Questionnaire Forms.
- ✓ Proof(s) of Residency – acceptable documentation is listed below.
- ✓ Custody papers if family status has changed. Required in the case of divorce, re-marriage, guardianship, etc. – **Legal documents should clearly list the custodial parent.**

PROOF OF RESIDENCY – SELECT 1, 2 OR 3

1. **If you own your home** within the School District, please provide **ONE** of the following items showing your name and complete street address: most recent pay stub, declarations page from homeowner’s insurance policy, or most recent utility bill. Other items that will be considered include: current driver’s license, current learner’s permit or non-driver ID card, latest income tax form, current voter registration card, membership documents based upon residency, e.g., library card, state or other government issued identification, documents issued by federal, state or local agencies.

If you have recently purchased your home, please provide a copy of the Bargain and Sale Deed (from your closing papers) and a copy of the declarations page only (from your homeowner’s insurance policy).

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2. **If you rent your home** within the School District, please provide your ORIGINAL LEASE OR RENTAL AGREEMENT showing TERM OF LEASE **OR** have the **Landlord Verification Form** (must be notarized) completed. In addition **ONE** of the following items showing your name and complete street address must be submitted: most recent paystub, most recent utility bill, or rental insurance policy. Other items that will be considered include driver’s license, learner’s permit or non-driver identification card, membership documents based upon residency, e.g., library card; state or other government issued identification, documents issued by federal, state or local agencies.

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3. **If you are living with a District resident** and do not pay rent, please use the **Parent/Guardian & District Resident Form – Use this form if living with a relative or friend** (must be notarized). The form must be completed by the resident you are living with and **ONE** proof of residency as listed above must also be submitted.

PAWLING CENTRAL SCHOOL DISTRICT (PCSD) – CHANGE OF ADDRESS FORM

Please circle child's current living situation:

- 1. Living in Permanent Housing
- 2. Living with another family, other family members, or other person due to loss of housing or economic hardship (also known as "doubled-up")
- 3. Living in a Shelter
- 4. Living in a Hotel/Motel/Car/Park/Bus/Train/Campsite

List ALL students living at NEW address:

Student's Name: _____ School:: _____ Grade: _____

Student's Name: _____ School:: _____ Grade: _____

Student's Name: _____ School:: _____ Grade: _____

Student's Name: _____ School:: _____ Grade: _____

Student's Name: _____ School:: _____ Grade: _____

Information is Required for BOTH Parents or Guardians

Name: _____

Circle: **Mother** **Step-Mother** **Guardian** **Address if different than new address** **Cell Number**

Name: _____

Circle: **Father** **Step-Father** **Guardian** **Address if different than new address** **Cell Number**

Has there been any change in the family unit: Divorce, Separation or Custody? YES or NO

Note: Please provide copies of any court papers/documents showing child's custodial parent/guardian.

Old Address

Physical Address: _____

Mailing Address: _____

NEW ADDRESS

Please CIRCLE one: Homeowner or Renter

Physical Address: _____

Mailing Address: _____

Email Address: _____

Telephone – Land Line: _____ **Work Phone:** _____

PLEASE ENTER PHONE # FOR AUTOMATED CALLS AND EMERGENCY ALERTS _____

I attest that all statements contained in this application and any accompanying documents are true and correct. I also understand that any changes of residency information (address, telephone, guardianship) must be reported to the District Office immediately.

I further understand that any knowingly false statements regarding residency information that has the result of a non-resident attending the schools of the School District may result in personal liability to the School District, including but not limited to liability for the cost of non-resident tuition.

Parent/Legal Guardian Signature: _____ **Date:** _____

Print Name: _____