

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

When an enrolled student has a change of address within PCSD, his/her 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 the 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 (Must be moving within the Pawling Central School District)

- ✓ Change of Address Form
- ✓ Proof of Residency – See below for acceptable documentation
- ✓ Custody papers if status has changed. Required in the case of divorce, re-marriage, guardianship, etc. showing custodial parent

UPDATED PROOF OF RESIDENCY – SELECT 1, 2 or 3 FROM BELOW

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

Note:

*If you have recently purchased your home, please bring a copy of the **Transfer of Ownership or Sale Deed** page from your closing papers.*

2. If you **rent your home** within the school District (PCSD), please bring:
 - Your ORIGINAL LEASE OR RENTAL AGREEMENT showing TERM OF LEASE along with ONE of the following items showing your name and street address: **Proof of Residency – Landlord Verification Form** (must be notarized), 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 ID card, membership documents based upon residency (e.g., library card), state or other government issued identification, or documents issued by federal, state or local agencies.

Note:

*If you do not have a lease or rental agreement, please have your landlord complete and notarize the **Proof of Residency – Landlord Verification Form**. Please return the form to us with one additional item from the list above.*

3. If you are **currently living with a District (PCSD) resident and do not pay rent**, please have the resident you will be living with:
 - Complete the **Proof of Residency – Parent/Guardian & District Resident Form – Use this Form if Living with a Relative or Friend** (must be notarized) in addition to providing proof of residency as listed above in 2.

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

Please circle child’s situation:

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

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: _____

PAWLING CENTRAL SCHOOL DISTRICT (PCSD)

PROOF OF RESIDENCY – LANDLORD VERIFICATION FORM

PLEASE COMPLETE, NOTARIZE AND RETURN FORM TO:

Pawling Central School District
515 Route 22, Pawling, NY 12564
Phone: (845) 855-2658 / Fax: (845) 855-4612

To Whom It May Concern:

I, _____, as property owner or manager/agent of _____

Name of Property Owner or Manager/Agent (Circle one)

Company Name (if applicable)

dwelling located at _____, hereby certify that I am renting

Street Address, Apt #, City, State and Zip

space in this dwelling on a:

Please Circle: Week/Month/Year to Week/Month/Year basis beginning on _____.
Date

The following persons are identified as tenants having the right to be occupants in above stated dwelling:

Last Name	First Name

As property owner or manager/agent, I agree to notify Pawling Central School District in writing at:
Pawling Central School District, 515 Route 22, Pawling, NY 12564 or by calling (845) 855-2658
upon vacancy of tenant.

Property Owner or Manager/Agent's Signature

Print Name

Company Name (if applicable)

Date

Signature **MUST** be notarized.

PAWLING CENTRAL SCHOOL DISTRICT (PCSD)

PROOF OF RESIDENCY – PARENT/GUARDIAN & DISTRICT RESIDENT FORM

(USE THIS FORM IF LIVING WITH A RELATIVE OR FRIEND)

PLEASE COMPLETE, NOTARIZE AND RETURN FORM TO:

Pawling Central School District
515 Route 22, Pawling, NY 12564
Phone: (845) 855-2658 / Fax: (845) 855-4612

Please Note:

If you are living with a resident who rents their home, the ***Proof of Residency – Landlord Verification Form*** must also be completed or the renter must come to the District Office and provide proof of residency as outlined on the checklist form.

<p>Pawling Homeowner/Renter</p> <p>I, _____, a Pawling resident living at _____ , Name Street Address, Apt #, City, State and Zip</p> <p>certify that the people listed below reside in my home.</p>

The following persons are identified as having the right to be occupants in my home:

Last Name	First Name

The above listed individuals have lived in my home since _____ and it is anticipated they will continue to live in my home until _____.

I agree to notify the District of any changes regarding these living conditions within 30 days of the change at: Pawling Central School District, 515 Route 22, Pawling, NY 12564 or by calling (845) 855-2658.

Homeowner/Renter’s Signature

Print Name

Date

Signature **MUST** be notarized.

The District reserves its rights to charge tuition to any individual claiming school aged individuals are residents of the District when they are not, including but not limited to any non-resident parent or guardian who does not live with a resident and whose child or children are placed with a resident of the District where care, custody and control has not been transferred to the resident. Proof of such transfer will be required. Notice of this change should be made to the District within thirty (30) days of the change. If the information provided is false or if the parent/guardian leaves the home of the resident and the school age children are left behind without transferring care, custody and control to the resident, then the parent/guardian may be subject to legal action for recovery of tuition.