

## Change of Address Procedure

*If you are moving within the Goshen Central School District. . . .*

**COMPLETE:**

1. Change of Address Form
2. Student Residency Questionnaire - **one form per student is required...**  
additional copies may need to be made by the parent
3. TWO proofs of residency from the list below Please submit copies.
  - License – with new address
  - Electric Bill
  - Bank Statement or letter
  - Auto insurance card or letter
  - Cable or Direct TV Bill
  - Credit Card Statement
  - House Closing Statement
  - Official post office address change card
  - Lease if you are living at an apartment complex  
(a lease from a privately owned house is NOT acceptable.)
  - Landlord affidavit completed and notarized – can be obtained from district website.

**SUBMIT** these forms to any school building or to Registration at 227 Main Street, Goshen.

Transportation will notify you with the new route numbers and times for pick up and drop off after all information has been verified and approved.

These change of address forms can also be printed from the school website at  
[www.goshenschoolsny.org/registration](http://www.goshenschoolsny.org/registration)

Call Lynn Dise, Registrar at 615-6767 with any questions.

# Change of Address Form

Person completing this form: \_\_\_\_\_ Date of Address Change: \_\_\_\_\_

**PLEASE NOTE:** If any information is not readable or left out, it may delay the new address change for transportation.

## **List ALL students who are presently living at this address:**

Student's Name \_\_\_\_\_ School: \_\_\_\_\_ Gr. \_\_\_\_\_  
Student's Name \_\_\_\_\_ School: \_\_\_\_\_ Gr. \_\_\_\_\_  
Student's Name \_\_\_\_\_ School: \_\_\_\_\_ Gr. \_\_\_\_\_  
Student's Name \_\_\_\_\_ School: \_\_\_\_\_ Gr. \_\_\_\_\_

## **Information is required for both parents or guardians:**

Name \_\_\_\_\_ (cell) \_\_\_\_\_  
*Circle:* Mother Step-mother Guardian Address, if different than new address \_\_\_\_\_

Name \_\_\_\_\_ (cell) \_\_\_\_\_  
*Circle:* Father Step-father Guardian Address, if different than new address \_\_\_\_\_

**Has there been any change in the family unit: Divorce, Separation, Custody ? Yes or No**  
**Explain:** \_\_\_\_\_

## Old Information

Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_

## NEW Address

Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_

Telephone Number: **Land Line** Phone: \_\_\_\_\_ **Work** Phone: \_\_\_\_\_  
**Work** Phone: \_\_\_\_\_

Names of others living at your address: \_\_\_\_\_  
\_\_\_\_\_ *Additional information use other side of this form.*

<p><b>Two Proofs Required- (send to school)</b> <b><u>Proof of Residency Received</u></b></p> <p>Auto Insurance _____ Cable Bill _____ Utility Bill _____ Driver's License (<i>new</i>) _____ Bank Statement _____ Rental Agreement _____ P.O. Chg. of Address _____ Closing Documents _____</p>	<p><b><u>Office Use Only</u></b></p> <p><b><i>NEW BUS ROUTES:</i></b> TO: _____ _____ _____ FROM: _____ _____ _____</p>	<p>Copies: SAS _____ GIS _____ CJH _____ HS _____ PPS _____ Bus _____</p> <p>...Will contact the parent with new bus route. Registration : <u>original</u></p>
Registrar: _____ Approved by the Asst. Sup't. _____		Date <span style="background-color: yellow; padding: 2px;"> </span>
Approved by the Superintendent: Daniel T. Connor <span style="background-color: yellow; padding: 2px;"> </span>		2016

# Email or Phone Number Change Form

The Goshen Central School District makes every effort to maintain student and family data accurately and safely. When you request that the district change your telephone numbers or emails on file with the district, we ask that you complete this form and return it to the guidance office/main office of your child's school. Should you have children in multiple buildings, you should return one copy to each building. For convenience, you may scan a signed copy and email it to the respective buildings as well. A valid parent/guardian photo identification must be included with this form.

If you opt to email the form, please send it to:

Scotchtown Avenue Elementary School  
Goshen Intermediate School  
C.J. Hooker Middle School  
Goshen Central High School

[rosary.papasidero@gcsny.org](mailto:rosary.papasidero@gcsny.org)  
[darlene.ferraro@gcsny.org](mailto:darlene.ferraro@gcsny.org)  
[wendy.wee@gcsny.org](mailto:wendy.wee@gcsny.org)  
[jacqueline.desantis@gcsny.org](mailto:jacqueline.desantis@gcsny.org)

Forms may also be mailed or hand delivered.

Student Name \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

Current Address \_\_\_\_\_

Change email address to \_\_\_\_\_ (leave blank if no change requested)

Staff use only: Parent Portal email verified \_\_\_\_

Change home phone to \_\_\_\_\_ (leave blank if no change requested)

Change cell phone to \_\_\_\_\_ (leave blank if no change requested)

Change work phone to \_\_\_\_\_ (leave blank if no change requested)

Parent/Guardian Signature Required \_\_\_\_\_

For Office Use Only: Processed By \_\_\_\_\_



STAC CHILD ID

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
STAC & Special Aids Unit  
Room 514, Education Building  
Albany, NY 12234

STAC-202  
HOMELESS DESIGNATION

Designation of School District of Attendance for a Homeless Child

Submitted by:  Local Dept of Social Services (DSS)  Designated School District of Attendance (PSD)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE BEFORE COMPLETING THIS FORM

1. NAME OF CHILD  LAST NAME

2. DATE OF BIRTH  MO / DAY / YR

3. GENDER  M F

FIRST NAME  MI

4.  SOCIAL SECURITY NUMBER

5. Racial/Ethnic Category of Child (See definitions on reverse side of last page.)

American Ind or Alaskan Native  Asian or Pacific Isl.  Black  Hispanic  White

6. GRADE LEVEL FOR WHICH PLACEMENT IS SOUGHT

7. COMPLETE ADDRESS BEFORE CHILD/FAMILY BECAME HOMELESS

\_\_\_\_\_

7A. NYS SCHOOL DISTRICT OF ATTENDANCE BEFORE BECOMING HOMELESS

8. COMPLETE ADDRESS OF CURRENT LOCATION

\_\_\_\_\_

DATE CHILD/FAMILY PLACED IN TEMPORARY HOUSING

MONTH  DAY  YEAR

7B. NYS SCHOOL DISTRICT WHERE LAST ENROLLED

8A. NYS SCHOOL DISTRICT OF CURRENT LOCATION

9. DATE DISTRICT OF ATTENDANCE CHOSEN

MONTH  DAY  YEAR

9A. NYS DESIGNATED DISTRICT OF ATTENDANCE

10. DATE PLACED IN PERMANENT HOUSING

MONTH  DAY  YEAR

One of four school districts may be chosen to provide the education component: the school district of attendance before becoming homeless, the school district where last enrolled, the school district of current location or a school district participating in a Regional Placement Plan. This designation may be changed either prior to the end of the first semester of attendance or within 60 days of making this designation, whichever occurs later.

11. Check the appropriate box if the designated school district of attendance (9A) is different from the district of attendance before becoming homeless (7A) and from the district of current location (8A).

District participating in a Regional Placement Plan OR  District where last enrolled (7B) if it is different from the district where last permanently housed (7A) and the district of current location (8A).

12. NAME OF PARENT OR PERSON IN PARENTAL RELATIONSHIP  AREA CODE  TELEPHONE NUMBER

13. SIGNATURE OF PERSON IN PARENTAL RELATIONSHIP TO CHILD  DATE

IT HAS BEEN REPORTED TO ME THAT THIS CHILD IS UNDER THE AGE OF 21 YEARS AND IS THEREFORE ELIGIBLE FOR EDUCATIONAL SERVICES. THE CHILD HAS BEEN ADVISED OF HIS/HER RIGHT TO DESIGNATE THE SCHOOL DISTRICT OF ATTENDANCE.

14. PRINT NAME OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE  TITLE

15. SIGNATURE OF LOCAL DSS OR SCHOOL DISTRICT REPRESENTATIVE  DATE

16. PLACEMENT COUNTY  Local DSS use only  AREA CODE  TELEPHONE NUMBER

**ATENCIÓN ESCUELAS Y DISTRITOS: Ofrezca asistencia a los estudiantes y familias para completar este formulario.** No incluya este formulario en el paquete de inscripción sin advertencias apropiadas. Por ejemplo, tendrá que cambiar partes del paquete de inscripción que requieren que se entreguen prueba de inscripción antes de matricular. Estudiantes elegibles según el Acto de McKinney-Vento, no necesitan entregar prueba de residencia y otros documentos normalmente requeridos antes de matricular.

## FORMULARIO DE INSCRIPCIÓN – CUESTIONARIO DE RESIDENCIA

Nombre del Distrito Escolar: \_\_\_\_\_

Nombre de la Escuela: \_\_\_\_\_

Nombre del Estudiante: \_\_\_\_\_

Apellido

Primer Nombre

Segundo Nombre

Género:  Hombre  
 Mujer

Fecha de Nacimiento: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mes Día Año

Grado: \_\_\_\_ ID#: \_\_\_\_  
(jardín de infantes – 12) (opcional)

Dirección: \_\_\_\_\_ Teléfono: \_\_\_\_\_

**Su respuesta abajo permitirá al distrito escolar definir los servicios que puede aprovechar su hijo/hija según el Acto de McKinney-Vento. Los estudiantes elegibles tienen derecho a la inscripción inmediata en la escuela, aun si ellos no tienen los documentos necesarios tales como: prueba de residencia, documentos escolares, documentos de inmunización, o partida de nacimiento. Los estudiantes elegibles según el Acto de McKinney-Vento tienen además derecho al transporte gratuito y otros servicios que ofrece el distrito escolar.**

**¿Dónde está el estudiante viviendo actualmente?** (Por favor marque una caja.)

- En un refugio
- Con otra familia o otra persona debido a la pérdida del hogar o a dificultades económicas
- En un hotel/motel
- En un carro, parque, autobús, tren, o camping
- Otra vivienda temporal (Por favor describa): \_\_\_\_\_
- En un hogar permanente

\_\_\_\_\_  
**Nombre** de Padre, Guardián, o  
Estudiante (para jóvenes sin acompañamiento)

\_\_\_\_\_  
**Firma** de Padre, Guardián, o  
Estudiante (para jóvenes sin acompañamiento)

\_\_\_\_\_  
**Fecha**

Si el estudiante **NO** vive en un hogar permanente, **no se requieren prueba de domicilio** u otros documentos normalmente requeridos para inscripción y **el estudiante debe ser matriculado inmediatamente.** Después de que el estudiante sea matriculado, el distrito o la escuela debe pedir los documentos escolares, incluyendo los documentos de inmunización, al distrito o la escuela anterior. El enlace del distrito debe ayudar al estudiante conseguir cualquier otro documento necesario o inmunización.

**ATENCIÓN ESCUELAS Y DISTRITOS:** Si el estudiante **NO** vive en un hogar permanente, favor de asegurarse que un Formulario de Designación sea completado.

## **INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM – RESIDENCY QUESTIONNAIRE**

### **Purpose of the Enrollment Form - Residency Questionnaire**

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SED encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Model Enrollment Form - Residency Questionnaire attached here,
2. Update/modify the Model Enrollment Form - Residency Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form - Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

### **Who should fill out the Enrollment Form - Residency Questionnaire?**

A Enrollment Form - Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. Preschool includes any LEA program for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form - Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

### **Confidentiality**

**Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met.** To this end, LEAs may share a student's completed **Enrollment Form - Residency Questionnaire** with LEA personnel such as:

1. the LEA liaison,
2. the registrar,
3. the student's teachers, and/or guidance counselor, and
4. the LEA staff member responsible for reporting data to SED

**However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.**

Other than the above uses, housing information **should be kept confidential** and generally **should not be shared** with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form - Residency Questionnaires and housing information from becoming a part of a student's permanent record.

### **Discussing the Enrollment Form - Residency Questionnaire with Students and Families**

In reviewing the Enrollment Form - Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.



The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will be kept confidential and will only be shared with those LEA staff responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/his child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs **cannot contact a landlord or building superintendent** to verify a student's housing status. Contacting a landlord or building superintendent may be a violation of FERPA, a federal law, and may put the family at risk of losing its housing. If the student is living in a doubled up situation, it may also lead to loss of housing for the primary tenants.

### **If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Enrollment Form - Residency Questionnaire**

If the parent, person in parental relation, or unaccompanied youth declines to complete the Enrollment Form - Residency Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

### **Completing the Form**

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1. In a shelter,
2. With another family or other person (sometimes referred to as "doubled-up"),
3. In a hotel/motel,
4. In a car, park, bus, train, or campsite, or
5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs **cannot not contact a landlord or building superintendent** to verify a student's housing status. (See above for more information.)

### **Definitions of Temporary Housing Arrangements**

*"With another family or other person" (also referred to as "doubled-up")*

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

*"Other temporary living situation"*

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, and regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

*"In permanent housing"*

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

### **Next Steps for LEAs with Students Living in Temporary Housing Arrangements**

**If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form.** If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: [www.serve.org/nche/downloads/briefs/det\\_elig.pdf](http://www.serve.org/nche/downloads/briefs/det_elig.pdf)

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.