

Change of Address Procedure

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

COMPLETE:

1. Change of Address Form
2. Parent Photo ID copy
3. Student Residency Questionnaire- **one form per student is required...**
additional copies may need to be made by the parent
4. TWO proofs of residency from the list below. **Please submit copies.**

Proof 1- Mortgage statement/Lease Agreement

AND...Proof 2 from one of the following:

- License-with new address
- Utility bill-(electric, water, gas, propane, etc.)
- Pay Stubs
- Federal or NYS Income Tax, W-2 or earnings statement
- Voter Registration Notification Card
- Documents issued by Federal, State or local agencies (such as Social Services agency) or government issued identification
- Membership documentation based on residency

SUBMIT these forms to any school building or to Registration at 227 Main St, 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.

Change of Address Form

Person completing this form: _____ Signature: _____ Date of 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: _____ 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: _____ (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 changes in the family unit: Marriage, Divorce, Separation, Custody? Yes or No

Explain: _____

OLD INFORMATION

Physical Address: _____

Mailing Address: _____

NEW ADDRESS

Physical Address: _____

Mailing Address: _____

Telephone Number: Landline phone: _____ Cell Phone: _____

Work Phone: _____

Names of others living at your address: _____

For additional information, use other side of this form.

TWO PROOFS REQUIRED – (SEND TO SCHOOL)

OFFICE USE ONLY

PROOF OF RESIDENCY RECEIVED:

MORTGAGE/LEASE _____

UTILITY BILL _____

DRIVER'S LICENSE (NEW) _____

PAY STUB _____

OTHER _____

NEW BUS ROUTES:

TO: _____

FROM: _____

COPIES: SAS _____

GIS _____

CJH _____

GHS _____

PPS _____

*BUS _____

***Will contact the parent with new bus route.**

Registrar: _____ Approved by the Asst. Supt. _____ Date: _____

Approved by the Superintendent: _____ Date: _____

Revised 11/24

NOTE TO SCHOOLS/LEAS: Please assist students and families filling out this form. The form should be included at the top page of registration materials that the district shares with families. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the **student is not required to submit proof of residency** and other required documents that may be part of the registration packet.

HOUSING QUESTIONNAIRE

Name of LEA: _____ Goshen Central School District _____

Name of School: _____

Name of Student: _____

Last First Middle

Gender: Male
Female Date of Birth: ____ / ____ / ____ Grade: ____ ID#: _____
Non-binary Month Day Year (preschool-12) (optional)

Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____
- In permanent housing

Print name of Parent, Guardian, or
Student (for unaccompanied homeless youth)

Signature of Parent, Guardian, or
Student (for unaccompanied homeless youth)

Date
If ANY box other than "In Permanent Housing" is checked, then the student/family should be immediately referred to the MV Liaison. In such cases, **proof of residency** and other documents normally needed for enrollment **are not required** and the **student is to be immediately enrolled.** **After** the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.