
CHANGE OF ADDRESS FORM

DIRECTIONS:

- Complete this form with your legal residential address,
- If your residential address is different from your mailing address included your mailing address also,
- Provide two (2) items that demonstrate you reside at the new address as per BOE Policy # 7130 (see below options of proof of address), and
- Be sure to sign and date the form.

Please submit the change of address form to the school office or it may be mailed to the Registrar's Office at 196 Main Street, New Paltz NY 12561 or faxed to (845) 256-4024. Be sure to include two (2) forms of proof of address with this document.

The transportation department will contact you with a change in transportation if warranted.

Proof of address (2 items), which must include the name and address of the parent or guardian:

- Telephone bill or the "Welcome Letter" from the telephone company
 - Utility bill (electric, gas)
 - Cable television installation receipt
 - Furniture rental agreement (i.e., Rent-A-Center)
 - Auto insurance policy
 - Original lease agreement (acceptable only from an apartment complex or real estate company)
 - NYS Driver's license issued within the last 30 days or change of address sticker on the reverse side
 - Payroll check (dated within the last two weeks)
 - Notarized Affidavit of Property Ownership/Landlord
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DATE: _____ CHILDREN'S NAMES and GRADES: _____

PARENT/GUARDIAN NAME: _____

OLD ADDRESS: _____ NEW ADDRESS: _____

OLD PHONE: _____ MAILING ADDRESS (if different) _____

NEW PHONE: _____

PARENT/GUARDIAN SIGNATURE _____

*For Office Use Only: NPCSD Employee Signature _____
Then, Fax to PPS @ 4024 and Transportation @ 4079*