



PLATTSBURGH CITY SCHOOL DISTRICT

District Registrar

Plattsburgh CSD District Office

49 Broad Street
Plattsburgh, NY 12901

Ph: (518) 957-6004

student.registration@plattscsd.org

www.plattscsd.org

STUDENT'S CHANGE OF ADDRESS

<u>STUDENT INFORMATION</u>		
STUDENT'S NAME	<div style="display: flex; justify-content: space-between;"> LAST FIRST MIDDLE </div>	
NEW ADDRESS		
PREVIOUS ADDRESS		
DATE OF BIRTH	BUILDING	GRADE

Residency is the domicile of the parent/legal guardian. It requires both physical presence in the District and the intent to remain there.

Parent/Guardians must provide at least two pieces of evidence to verify residency. Examples of acceptable documents are outlined below. The Board designee will identify and append copies of the documents provided.

- A deed or other proof of real property ownership
- A lease or rental agreement
- A utility bill in the parent/guardian's name which shows an address within the District
- The address on the parent/guardian's driver's license
- A record of the parent/guardian's voter registration
- A recent income tax return showing the parent/guardian's name and address within the District
- A current paycheck stub showing the parent/guardian's name and address within the District
- Documentation illustrating the parent/guardian is receiving public assistance benefits at an address within the District
- U.S. Department of Homeland Security documentation establishing District residence and U.S. resident status (mandatory when a non-U.S. birth certificate is presented)
- Other

<u>FAMILY INFORMATION</u>			
<u>Father/Guardian Name & Address:</u>	<u>Mother/Guardian Name & Address:</u>		
_____	_____		
_____	_____		
Telephone # _____	Telephone # _____		
Emergency Contact _____	Name	Relation	Telephone
Emergency Contact _____	Name	Relation	Telephone
Other students in the District:	Name	Building	Grade
	Name	Building	Grade
	Name	Building	Grade
With whom does student reside? _____ (Please provide custodial documents)			

ATTESTATION: The information provided herein is true and accurate.

Signature (Parent/Guardian)	Print Name	Date
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Please submit this form & two proofs of address to the District Office or email to student.registration@plattscsd.org

Assistant Superintendent for Business (or designee)	Date
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Dear Parent / Guardian:

If you move, you must complete a “Change of Address” form and provide proof of residency.

Residency is the domicile of the parent/legal guardian. It requires both physical presence in the District and the intent to remain there.

You must provide at least “2” documents to verify residency. Examples of acceptable documents are:

- A deed or other proof of real property ownership
- A lease or rental agreement
- A utility bill in the parent/guardian’s name which shows an address within the District
- The address on the parent/guardian’s driver’s license
- A record of the parent/guardian’s voter registration
- A recent income tax return showing the parent/guardian’s name & address within the District
- A current paycheck stub showing the parent/guardian’s name and address with the District
- Documentation illustrating the parent/guardian is receiving public assistance benefits at an address with the District
- U.S. Department of Homeland Security documentation establishing District residence and U.S. resident status (mandatory when a non-U.S. birth certificate is presented)
- Other

A “Change of Address” form and “2” proofs of residency **must be submitted to the District Office at 49 Broad Street before an address can be changed for your student in our student data base** which generates report cards, schedules, lunch program information, as well as any mailings the school district may generate for your student.

MISSION

Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.