

STUDENT INFORMATION CHANGE FORM

Student's Name: _____
First Middle Last Date of Birth

Household Contact Information Change:

Parent/Guardian Name: _____

Physical Address: _____

Mailing Address: _____

Contact Email: _____

Place of Business: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

Non-Custodial Parent Contact Information Change:

Parent/Guardian Name: _____ Relationship: _____

Mailing Address: _____

Contact Email: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

Custodial Parent: Yes _____ No _____ Emergency Contact?: Yes _____ No _____

If there has there been any changes to any custodial agreements, please provide an updated, complete, custody order.

Has anyone moved into or out of the household? (If yes, please provide their name, contact information, and relationship to student):

Add:

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Telephone Number(s): _____ Telephone Number(s): _____

Emergency Contact?: ____ Yes ____ No Emergency Contact?: ____ Yes ____ No

Is this a school-age child?: ____ Yes ____ No Is this a school-age child?: ____ Yes ____ No

Remove:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Telephone Number(s): _____

Telephone Number(s): _____

Emergency Contact?: ____ Yes ____ No

Emergency Contact?: ____ Yes ____ No

Is this a school-age child?: ____ Yes ____ No

Is this a school-age child?: ____ Yes ____ No

**** If you need to add or remove more people, please attach a sheet with their information to this form ****

Emergency Contact Changes:**Add:****Remove:**

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Telephone Number(s): _____

Telephone Number(s): _____

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Telephone Number(s): _____

Telephone Number(s): _____

If you are changing your physical address, you MUST provide 2 proofs of residency with this form. The following items are acceptable proof of residency:

- ◆ Signed lease or notarized statement from landlord - must include tenants' names and physical address
- ◆ Copy of deed
- ◆ Driver's License or NYS Identification card issued by DMV
- ◆ State or Government-issued identification card with name and physical address
- ◆ Voter Registration Card
- ◆ Auto insurance card/policy - must be active
- ◆ Homeowner's insurance policy with name and physical address - must be active policy
- ◆ Income tax form - most recent year
- ◆ School tax bill - most recent year
- ◆ Mortgage statement *
- ◆ Paystub * - must include name and physical address of parent/guardian
- ◆ Utility bill *-National Grid, water/sewer, cable
- ◆ Notices or award letters from DSS, OTDA, SSA *

*Must be dated within 30 days of registration

If none of the above are obtainable, a notarized statement from a third party, which includes all tenants' names and full physical address as well as the date tenancy began, or a copy of a purchase contract with a letter from an attorney listing the expected closing date/time may be submitted

Signature of Parent/Guardian: _____ Date: _____