

**PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
171 Oscawana Lake Road
Putnam Valley, NY 10579**

Change of Address Procedure

In order to change your address with the District, you must supply:

- A new, updated Statement of Legal Residency affidavit (notarized)
- AND**
- An updated Residency Questionnaire

In addition, please supply the following documents reflecting the new address:

For Homeowners: You must present three (3) documents, as follows:

- Original deed, Property or School tax bill, Mortgage statement
- AND**

Two (2) of the following current documents (dated within the last month) in the Homeowner's name:

- Property Insurance Certificate
- Utility bill (recent bill within the last month. These include gas/electric, oil, telephone, and cable/satellite)

For Renters: You must present three (3) documents, as follows:

- A valid and fully executed lease for the rental unit, which includes the landlord's address and telephone number and the rental property address.

OR

- A Completed, Signed and Notarized Affidavit of Property Owner/Landlord

AND

Two (2) of the following current documents (dated within the last month) in the Renter's name:

- Utility bill (recent bill within the last month. These include gas/electric, oil, telephone, and cable/satellite)
- Property Insurance Certificate
- Section 8 or Municipal Housing Statement

Please supply this information within two weeks of your move.

If you have any further questions, or comments, please do not hesitate to contact the Pupil Personnel Office at 845-528-8130 Ext. 1317.

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ENROLLMENT FORM - RESIDENCY QUESTIONNAIRE

In compliance with the McKinney-Vento Homeless Education Assistance Act and New York Education Law, every school district is required by the State Education Department's Title I Office to have all new registrants, and all students who change addresses complete a residency questionnaire.

Name of LEA: Putnam Valley CSD

Name of School: _____

Name of Student: _____
Last First Middle

Gender: Male Female Date of Birth: ____/____/____ Grade: ____ ID#: ____
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

NOTE TO SCHOOLS/LEAS: If the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.

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School Admittance/Statement of Legal Residence

Affidavit of Parent/Guardian:

(NOTE: Affidavit must be renewed each time there is a change of address.)

1. I (circle one) temporarily/permanently reside at _____, which is my legal residence and which is located in the Putnam Valley Central School District.
2. I am the (circle one) parent/guardian of (child's full name-**Please Print**) _____ who (circle one) temporarily/permanently resides at the address mentioned in paragraph one above.
3. I will immediately notify the Putnam Valley Central School District if I should change residence.
4. I understand that a student admitted under falsified information is illegally enrolled and will be dismissed from the Putnam Valley Central School District. Moreover, the District reserves the right to seek reimbursement for the costs of educating students accepted into the District's schools based upon falsified information.
5. I understand that Putnam Valley Central School District Policy defines a resident student only as a student who resides with his/her parent or guardian within the Putnam Valley Central School District.

Certification of Residence Owner/Lessor:

I certify that I am the (circle one) Owner/Lessor of the premises identified in paragraph one above of the Affidavit of Parent/Guardian and that the above-named parent/guardian and child (circle one) temporarily/permanently reside at that address. I understand that I am under obligation to inform the Putnam Valley Central School District of any change of residence of the child or parent. (If a lease is available, attach copy)

Date: _____ Address: _____

Apartment Number: _____ City: _____ Zip Code: _____

Telephone: Home: _____ Work: _____ Cell: _____

Name (Please Print): _____ Signature: _____

UNDER PENALTY OF LAW I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT.

PLEASE NOTARIZE

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Principal/Designee Signature: _____

Note: The above information is subject to verification through investigation.

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Affidavit of Property Owner/Landlord

STATE OF NEW YORK)
COUNTY OF PUTNAM)

_____, being duly sworn deposes and says I am the owner and
(Name of Property Owner/Landlord)

landlord of the premises known and designated as _____,
(Address)

New York. These premises constitute a (multiple dwelling, single dwelling) residence.

_____, is a tenant occupying these premises; occupying same
(Name of parent/guardian)

under (oral) (written) rental agreement commencing on the _____ Day of _____ 20____.

_____ occupies said residence with _____ who is a
(Name of Student)

minor and plans to attend School in Putnam Valley. Utilities Included in Lease? ___(y/n)

This affidavit is made in order to induce the Putnam Valley Central School District to accept

_____ in the District based upon the residency as stated herein.
(Name of Student)

I CERTIFY that the information provided on this form is true and correct and that the statements made herein are being made under the penalties of perjury, knowing that the Putnam Valley Central School District will rely upon them in determining whether the above-named child(ren) will be admitted to its school system. I understand that in the event the information contained in this affidavit is determined to be inaccurate or false, in whole or in part, the District may commence legal proceedings against me personally to collect the costs of educating such child(ren) and/or seek criminal action against me for falsifying business records and/or filing a false instrument.¹

Signature of Property Owner/Landlord

Sworn to before me this _____ day
of _____, 20____

Notary Public

NOTE: THE DISTRICT RESERVES THE RIGHT TO CONTACT THE APPROPRIATE MUNICIPALITY TO VERIFY THAT THE USE OF THE PREMISES IS IN COMPLIANCE WITH LOCAL LAWS AND CODES. ¹Penal Law §175.05 (Falsifying Business Records in the Second Degree)- Class A Misdemeanor. Penal Law §175.20 (Tampering with Public Records in the Second Degree)- Class A Misdemeanor. Penal Law §175.25 (Tampering with Public Records in the First Degree)- Class D Felony. Penal Law §175.30 (Offering a False Instrument for Filing in the Second Degree)- Class A Misdemeanor. Penal Law §175.35 (Offering a False Instrument for Filing in the First Degree)- Class E Felony.