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LANSINGBURGH CENTRAL SCHOOL DISTRICT
At Troy
576 Fifth Avenue
Troy, New York 12182
www.lansingburgh.org

CHANGE OF ADDRESS FORM

OFFICE USE ONLY

Entered in School Tool: _____

Residence Verified By _____ Date _____

***Student(s) Name/Date of Birth:**

***Parent/Guardian's Name:** _____ ***Relationship:** _____

***New Address** _____

House # Avenue/Road/Street Apt # or Floor # City Zip Code Home Telephone #

***Old Address** _____

House # Avenue/Road/Street Apt # or Floor # City Zip Code

***Student lives with:** (Circle one) Mother Father Both Parents Guardian

Father/Guardian _____

Mother/Guardian _____

Cell Phone # _____

Cell Phone # _____

Address if Different _____

Address if Different _____

E-mail: _____

***Proof of Residency Provided:** _____

(Ex: Utility Bill, Pay Stub or Proof of Mortgage)

EFFECTIVE DATE: _____

PLEASE PROVIDE A COPY OF YOUR PHOTO ID

***Signature of Parent or Guardian:** _____ **Date:** _____

**** Send completed form to Central Registration, Lansingburgh District Office, 576 5th Ave., or Fax to (518) 235-7436. Also REQUIRED is a copy of your Photo ID, Proof of Residency (Utility bill, Spectrum Cable bill, Dept of Social Services, or Bank Statement. Dated within 30 days of residing in district which reflects parent/guardian's name.) and Residency Questionnaire form (located on reverse side.) ****

Central Registration Hours are from: **8 A.M. to 11:30 A.M.** and **12:30 to 3:30 P.M.**

Closed Between 11:30 A.M. to 12:30 P.M.

*****OVER*****

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 5TH AVENUE
TROY, NEW YORK 12182
ENROLLMENT FORM - HOUSING QUESTIONNAIRE

Name of LEA: Darwin Carr

Name of School: _____

Name of Student: _____
Last First Middle

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

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