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LANSINGBURGH CENTRAL SCHOOL DISTRICT  
At Troy  
576 Fifth Avenue  
Troy, New York 12182  
[www.lansingburgh.org](http://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 5<sup>th</sup> 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 5<sup>TH</sup> 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.