



ARLINGTON CENTRAL SCHOOL DISTRICT CENTRAL REGISTRATION

144 Todd Hill Road • LaGrangeville, NY 12540

Phone (845) 227-1821 • Fax (845) 227-8022 • E-mail: registration@acsdny.org

CHANGE OF ADDRESS PROCEDURE

Enclosed in this packet are instructions and forms that you need to complete to change your address within the Arlington Central School District. **Please call Central Registration at (845) 227-1821 to schedule a change of address appointment at our office.**

The Change of Address Form and the following documents are needed as proof of residency:

Homeowners:

1. Either the most recent land **or** school tax bill for the primary residence, **or** copy of a recent mortgage statement, **or** the property deed **and** closing disclosure statement; **AND**
2. A current electric bill that shows "for service at" the current address **or** letter from the electric company stating that you have established service at the address.

Mobile Homeowners:

1. Either a bill of sale **or** letter from mobile home park on their letterhead; **AND**
2. A current electric bill that shows "for service at" the current address **or** letter from the electric company stating that you have established service at the address.

Recently closed on a new home:

1. The closing disclosure statement **and** deed **or** the certificate of occupancy **and** homeowner's insurance policy; **AND**
2. A current electric bill that shows "for service at" the current address **or** letter from the electric company stating that you have established service at the new address.

Renting in an apartment complex:

1. A fully signed lease from the apartment complex; **AND**
2. A current electric bill that shows "for service at" the current address in either owner or renter's name **or** letter from the electric company stating service has been established at the address.
Note: If the electric bill is in the owner's name (or another person's name), one additional item will be required from the tenant/renter. Please see "Supporting Documents" list on the back of this page for acceptable documents.

Renting from a private owner or living with relatives/friends:

1. A completed and notarized "Owner's Affidavit" (form enclosed); **AND**
2. A copy of the owner's most recent land **or** school tax bill for the residence, **or** a deed or mortgage statement with property address; **AND**
3. A completed and notarized "Renter's Affidavit" (form enclosed); **AND**
4. A fully signed lease (if applicable) **AND**
5. A current electric bill that shows "for service at" the current address in either owner or renter's name **or** letter from the electric company stating service has been established at the address.

Note: If the electric bill is in the owner's name (or another person's name), one additional item will be required from the tenant/renter. Please see "Supporting Documents" list on the back of this page for acceptable documents.

Families in temporary housing, if you lack a fixed, regular and adequate nighttime residence, living in a shelter or sharing the home of a friend or family member due to economic hardships, please complete the enclosed Housing Questionnaire.

Supporting Documents may include, but are not limited to the following:

- Change of address verification from the United States Post Office
- Renter's insurance policy with current address
- Auto insurance card with current address
- Auto registration card with current address
- Cable or direct TV bill with current address
- Social security statement with current address
- Welfare benefit statement with current address
- Any government document (local, state, federal, foreign consulate) with your name and current address

All documents must be current (within 60 days) and must contain parent/guardian's name. The physical address of the residence must appear on the documents. Bank statements, credit cards and store credit cards are not acceptable.

Other documents required at registration include:

- Parent/Guardian driver's license, learner's permit, passport, or government issued non-driver identification
- Original birth certificate with raised seal or certified copy
- Up-to-date immunizations from a physician's office or the Department of Health
- Copy of child's last physical from a NYS physician's office or the NYS School Health Examination Form completed by out-of-state doctor
- Proof of name change for student or parent, if applicable
- Guardianship/custodial documentation if student does not live with his/her parent
- Custody or court orders if applicable

WARNING: Any person or persons who willfully provide false information regarding residence, may be subject to criminal penalties. A false statement regarding residence or entitlement to a tuition-free education from the Arlington Central School District may be punishable as a Class A misdemeanor. In addition, if it is determined that a registrant's child resides outside of the Arlington Central School District, the District may take legal action to collect tuition charges. Such tuition may exceed \$12,863 (Regular Ed. K-6); \$15,156 (Regular Ed. 7-12); \$47,199 (Special Ed. K-6); \$49,492 (Special Ed. 7-12) per child per year if the student is not legally entitled to receive a tuition-free education from the District. The District reserves the right to investigate any student's residency by any legal means available including, but not limited to, public records, site visits, and other lawful methods of investigation.

All new registrants will be required to sign an affidavit at the time of registration that they have read and understand the above residency requirements.

The Arlington Central School District is pleased to be a part of your child's educational experience. Please do not hesitate to contact Central Registration if you have any questions about the registration process.

Sincerely,

Dr. Lisa Castaldo
Interim Assistant Superintendent
for Pupil Personnel Services