

Change of Address

Here is what you need to do:

- **Complete and sign** the attached COA form for **all** adults and children in your household.

AND

- **Mail, Fax, or Email** the completed COA form **AND** proof of residence.

We must receive proof of residence to process the change

Acceptable Proof of Residency (SUBMIT JUST **ONE** ITEM):

- PAY STUB
- INCOME TAX FORM
- UTILITY BILLS OR OTHER BILLS
- COPY OF CURRENT SIGNED LEASE AGREEMENT
- VOTER REGISTRATION DOCUMENTS
- OFFICIAL DRIVER'S LICENSE, LEARNER'S PERMIT OR NON-DRIVER IDENTIFICATION
- STATE OR OTHER GOVERNMENT ISSUED IDENTIFICATION
- DOCUMENTS ISSUED BY FEDERAL, STATE OR LOCAL AGENCIES (E.G., LOCAL SOCIAL SERVICE AGENCY)
- COPY OF CHILD'S IEP (IF CHILD WAS RECEIVING SPECIAL EDUCATION)
- COPY OF CHILD'S 504 PLAN (IF THE CHILD WAS RECEIVING 504 ACCOMMODATIONS)

❖ **Once received and processed we will notify your child (ren's) school(s) and Transportation of your move so you don't have to contact them.**

❖ **Please note K-6: Your new residence may be located in a different elementary school zone and therefore may result in your child changing schools.**

Questions? Please call or email: 315-341-2045/skells@oswego.org

Oswego City School District
Change of Address Form

List Name(s) of Parent(s)/Guardian(s) Who Are Moving:

1. _____, 2. _____, 3. _____

Children in your Household who are Moving (list all children regardless of age):

Name _____ Grade _____ Current School _____

Name _____ Grade _____ Current School _____

Name _____ Grade _____ Current School _____

Name _____ Grade _____ Current School _____

Name _____ Grade _____ Current School _____

Name _____ Grade _____ Current School _____

Old Address:

Street _____ City _____ State _____ Zip _____

New Address:

Street _____, Apt # _____

City _____ State _____ Zip _____ MOVE IN DATE: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

You MUST attach Proof of Your New Residence to this form.

Parent/Guardian Signature(s):

Signature: _____ Date: _____

Comments:

Return to: Central Registration, 1 Buccaneer Blvd, Oswego, NY 13126 or
email registration@oswego.org or Fax to 315-341-2926.

Student Residency Questionnaire

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 "double-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 _____

Office Use Only

Please send a copy to the Runaway Homeless Youth (RHY) Coordinator at Oswego High School.

If the student is **NOT** living in permanent housing, proof of residency and other documents normally needed for enrollment are not required and the student is to be immediately enrolled. The district's LEA liaison is required to assist the student in obtaining any necessary documents, including immunization or school records after the student has been enrolled.

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

Runaway Homeless Youth Signature

Date