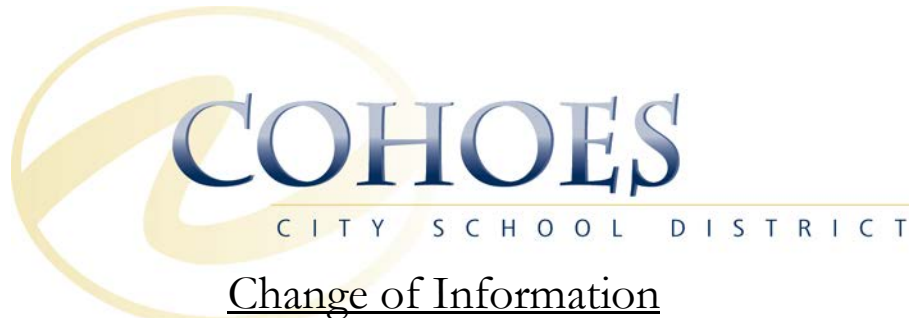


District Registrar
 518.237.4131 ext. 2299
 Fax: 518.833-7009
 registrar@cohoes.org



Change of Information

Student Name	Grade	Date of Birth	School

**Please fill out only information that needs to be changed/updated/amended
 Check all that apply:**

Change of Custody (Legal documentation must be provided)

Description: _____

Add/Update Student Contact

Name: _____ Relationship: _____

Address: _____ Phone: _____

Pick-Up: Yes No Mail: Yes No

Change of Address (Proof of residency must be provided) Rent Own Temporary Other

New Address: _____
Street Apt# or Floor City State Zip Home Phone

Please check one of the following to describe your new Address:

- In permanent housing In a Shelter "Doubled-up" In a hotel/motel
 In a car, park, bus, train, or campsite Other _____

***When you move within the Cohoes City School District, you are required to provide the school district with Proof of Residency for the NEW ADDRESS. Below are acceptable documents.**

If you own a Home:	If you are renting:
Deed or Tax Bill –ALONG with one of the following:	ROP – Or provide 2 forms from below.
Electric Bill within 30 days	Documents issued by the federal, state or local agencies
Drivers' License	Electric Bill within 30 days
Mortgage Statement	A signed Lease agreement
Paystub	Paystub

Parent or Guardian Signature: _____ Date: _____

PLEASE NOTE: Changes will not be made in our Student Information System until proper documentation is received and recorded.