



Dear Parent/Guardian:

This letter is intended for parents/guardians of enrolled students who are moving to another location within our district. This letter will outline the procedures for updating your address.

In order to update your address with our district:

1. Complete an updated Housing Questionnaire which will be provided to you by a school secretary. Please complete and submit the Housing Questionnaire to the school secretary.
2. In most cases, we will then require a copy of one of the following with your new address listed:
 - A copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement;
 - A statement signed by a third-party landlord, owner, or tenant from whom you now lease or with whom you now share property within our district; OR
 - Some other signed statement from a third party establishing your physical presence within our district.

If you are unable to provide a copy of one of those documents, please provide copies of 2 documents from the following list. The new address must appear on the documents:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents based on residency (e.g., library card)
- Voter registration documents
- Official driver license, learner permit, or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies
- Evidence of custody of the child (e.g., judicial custody orders)
- Other official documents with your new address may be considered

If you are unable to provide copies of 2 documents from the list above, the school secretary will provide you with an affidavit or statement that you will need to complete and possibly have notarized. Please complete and submit the document to the school secretary.

Once the required documentation has been submitted and verified, we will update your address in all of our records systems.

Please note that these processes are in accordance with state law and district policy. If you have any questions, please feel free to contact me at (315) 839-6332 or bread@svcsd.org. Thank you very much.

Sincerely,

Brian Read
Director of Instructional Services