



Ichabod Crane Central School District - 2910 Route 9 - Valatie, NY 12184
CENTRAL REGISTRATION

Please Note: The full-time physical residence of a child's custodial parent(s) is the determining factor for residency.

To establish residency, the following documents must be presented (**one** document from **Group A** or **two** documents from **Group B**): Each document must be **current – dated within 60 days of date submitted – and issued** in the name of the student's custodial parent(s) or legal guardian(s). **NOTE: A P.O. Box will NOT be accepted as proof of residency.**

Group A (one document needed)

- New Resident – Home purchase agreement or contract to build (subject to tuition per Board of Education policy)
- Lease/Rental Agreement
- Paid Tax Bill
- Home Mortgage Contract/Deed
- Affidavit (a written statement signed under oath) from the person you pay rent to, saying you live there

Group B (two documents needed – must be dated within 60 days of registration)

- Homeowner's Insurance Policy
- Utility bill (electric, gas, or water)
- Cable/Satellite bill
- Telephone bill
- Pay stub showing your address
- Income tax form that shows your address
- Voter registration card
- Driver's license, or permit, or non-driver ID
- State or other government issued ID
- Documents from government agencies
- Custody or guardianship papers

The District reserves the right to maintain a copy of all documents used to prove residency and to reconfirm residency at any time.

Please complete CO-40 form – "Location of Home for Transportation," or Affidavit of Residency, and provide your Proof of Residency to the Central Registrar. The Central Registrar's Office is located in the Central Office, 2910 State Route 9, Valatie, NY 12184. (High School building) Phone: 518-758-7575 ext. 3009.

