



Change of Address Form

District Office

4 Sabre Drive
Schenectady, NY 12306
(518) 355-9200
FAX: (518) 355-9203

Superintendent of Schools

Dr. Thomas Reardon
Ext. 4001

Business Office

Joseph Karas
Business Administrator
Ext. 4002

Special Education Office

Shari Rosato
Director of Pupil
Personnel Services
Ext. 4018

High School

1 Sabre Drive
Schenectady, NY 12306
(518) 355-6110
FAX: (518) 355-8720

Middle School

2 Sabre Drive
Schenectady, NY 12306
(518) 355-6255
FAX: (518) 355-5329

Jefferson

Elementary School
100 Princetown Road
Schenectady, NY 12306
(518) 355-1342
FAX: (518) 357-0293

Transportation Office

401 Duaneburg Road
Schenectady, NY 12306
(518) 355-9200 Ext. 4201
FAX: (518) 355-0972

Household Name: _____ Date: _____

Student Name: _____
First MI Last

Date of Birth: _____ Grade: _____

Current School Building: _____

New Address:

Address: _____ Apt/Floor: _____

City: _____ NY Zip: _____

Phone Number: _____

Address Change Effective Date: _____

Name of Guardian Requesting Address Change: _____

Is there a change in parent or guardian custody Yes No

Previous Address:

Address: _____ Apt/Floor: _____

City: _____ NY Zip: _____

When you move within the Schalmont School District, you are required to provide the school district with Proof of Residency for the New Address:

- ____ National Grid Bill (within 30 days)
____ Cable TV/Internet Bill
____ Lease
____ Notarized Affidavit/Landlord Letter
____ Mortgage Statement
____ Photo ID
____ Custody Papers/ CPS
____ McKinney Vento Paperwork
____ Order of Protection
____ Other _____

Does the student have a parent/guardian on active duty in the Armed Forces? Yes No

Parent/Guardian Certification: I certify that the above information is true and correct. Any misinformation regarding residency may result in being charged tuition to cover the cost of instruction and/or exclusion from attending Schalmont Central School District.

Parent or Guardian Signature: _____ Date: _____

Please call 518-355-9200 Ext 4005 or 4014 to make an appointment to bring this form and your proofs to the Registration Department at the Schalmont District Office, 4 Sabre Drive, Schenectady NY 12306