



PUBLIC SCHOOLS

375 Locust Lane, Roslyn Heights, NY 11577 516-801-5060 Fax 516-801-5068 www.roslynschools.org

OFFICE OF PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION

Cindy Samide, Director

Marnie Cohen, Assistant Director
Rachel Barshak, Assistant Director

Move within District/Change of Address

In order to change your address within the school system, we need the following:

- A. Your ID (it is ok if the new address is not on there yet, it is for identification purposes)
- B. Disclosure form (notarized)
- C. One of the following:
 - Notarized Deed of Premises
 - Current Mortgage Statement from bank/lender
 - Nassau County Real Estate Tax Bill
 - Housing Agreement (All signatures must be notarized)
 - Original Notarized Lease - If lease is NOT notarized we require both 1 & 2:
 1. Owner's/Landlord's Affidavit (notarized) along with a copy of the owner's deed OR mortgage statement OR real estate tax bill.
 2. Renter's/Non-Owner's Affidavit (notarized)
- D. Two of the following:
 - Paid Moving Company Statement with new Roslyn Address and date of move
 - Current PSEG OR National Grid Statement
 - Current Roslyn Water District Statement (with attached payment stub)
 - Fuel Delivery Statement
 - Current Cable/Internet Statement
 - Current Car Insurance (Insurance ID card) OR Car Registration with new Roslyn Address
 - Current Homeowner's/Renters Insurance Policy (FULL POLICY)

Once all of the paperwork is complete, please contact the Registrar,
Laura Jones, at (516) 801-5070 to make an appointment

ROSLYN PUBLIC SCHOOLS

DISCLOSURE STATEMENT

(MUST BE NOTARIZED)

NAME OF CHILD/CHILDREN:

(PRINT): _____
(First name) (Last name)

(PRINT): _____
(First name) (Last name)

PARENT NAME (PRINT): _____
(First name) (Last name)

ADDRESS: _____
(Street) (City) (Zip Code)

I understand that in order for my child/children to attend the Roslyn Public Schools, I must be a resident of the Roslyn School District. **I certify that I have actually taken up residency and am domiciled (living) at the above address with my child/children effective _____ (INSERT DATE).**

Section 210.25 of the Penal Law of the State of New York prohibits the making of false written statement. Therefore, I hereby swear/affirm that the statements contained in the student account and enrollment forms are true.

I further understand that if this certification is found to be false, my child/children will be excluded from the Roslyn Public Schools and I may be liable for payment of tuition from their date of enrollment through their date of termination, and may be subject to the penalties for perjury, which is a Class A misdemeanor.

I understand that, in addition to payment of non-resident tuition, the District will seek all costs of collection thereof, including reasonable attorney fees. **I recognize that it is my responsibility to notify the school district if I move.** I attest that all information provided by me on this document is true.

****PLEASE BE AWARE THAT THE DISTRICT MAINTAINS THE RIGHT TO VERIFY RESIDENCY THROUGH THE UTILIZATION OF A HOME VISIT****

Parent's Signature (MUST BE NOTARIZED-SEE BELOW) Date

State of New York)
County of _____)

Sworn to before me this ____ day of _____ 20__

NOTARY PUBLIC
Disclosure Statement –updated 01/21/2021
BRS/amm

LANDLORD/OWNER'S AFFIDAVIT

ANY FALSE STATEMENT MADE IN THIS AFFIDAVIT IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

REQUIREMENTS: (1) Attach a copy of Deed OR Mortgage Statement OR Real Estate Tax Bill; and (2) Attach a copy of the Lease

STUDENT'S NAME: _____
(Print first name, last name)

STATE OF NEW YORK)
) ss:
COUNTY OF _____)

I, _____, being duly sworn, depose and say:
(PRINT NAME OF LANDLORD/OWNER ABOVE)

1. I understand that this statement is being made UNDER THE PENALTIES OF PERJURY, in order that the above-mentioned child may be admitted to the schools of the Roslyn School District as a district resident.
2. I am the legal owner of _____
(INSERT ADDRESS OF RENTAL PROPERTY)
3. My email address is _____. My phone number is: _____

A COPY OF THE DEED, MORTGAGE STATEMENT OR REAL ESTATE TAX BILL **MUST BE ATTACHED**

4. The terms and conditions of said tenancy are as follows: (Specify amount of monthly rent, lease term, etc...) **(Attach copy of Lease)**

5. To the best of my knowledge, the above-mentioned property is the current residence of the Child named above AND _____:
(INSERT NAME OF PARENT/GUARDIAN ABOVE)

6. The following names include ALL other persons living at this address:

1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____

Sworn to be before me this
_____ day of _____, 20____

Print Name of Landlord/Owner

Notary Public

Signature of Landlord/Owner

RENTER/NON-OWNER'S AFFIDAVIT

ANY FALSE STATEMENT MADE IN THIS AFFIDAVIT IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

REQUIREMENTS: (1) Attach a copy of Lease or Rental Agreement, (2) Attach Two (2) Bills/Statements listing the parent's name and rental property address (see list of acceptable bills/statements on RoslynSchools.org website), and (3) Attach the Landlord/Owner's Affidavit.

STUDENT'S NAME: _____
(Print first name, last name)

STATE OF NEW YORK)
) ss:
COUNTY OF _____)

I, _____ being duly sworn, deposes and says:
(PRINT NAME OF RENTER/NON-OWNER ABOVE)

1. I understand that this statement is being made UNDER THE PENALTIES OF PERJURY in order that my Child/Ward may be admitted to the schools of the Roslyn School District as a district resident. I further understand that if my Child/Ward is found not to be a legitimate resident of the Roslyn School District that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL BE BILLED THE SCHOOL DISTRICT'S ANNUAL TUITION RATE, PER CHILD, RETROACTIVE to the first day of admission. I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution.
2. I have been informed that the school district may make unannounced home visits for purposes of residency verification.
3. I am the _____ of the above
(insert PARENT, GUARDIAN or CUSTODIAL PARENT above)
named Child/Ward. **I reside at** (state address and specify the exact nature of the space:
basement apartment, second floor apartment, number of rooms, etc...) _____

with my Child/Ward, and

- | | |
|---------|---------|
| 1 _____ | 4 _____ |
| 2 _____ | 5 _____ |
| 3 _____ | 6 _____ |

(LIST EACH AND EVERY OTHER PERSON LIVING AT THE ABOVE ADDRESS).

This is my actual and only permanent residence. My Child/Ward lives with me and said address is his/her actual and only permanent residence.

STUDENT'S NAME: _____
(Print first name, last name)

4. **My last address was at:** _____
where I lived with:

1 _____ 4 _____

2 _____ 5 _____

3 _____ 6 _____

(LIST EACH AND EVERY PERSON WHO LIVED AT THE ABOVE ADDRESS)

5. **I began living at** _____ *(CURRENT ADDRESS)*
on _____ *(DATE)*. My living arrangement is governed by:

(CHECK APPROPRIATE OPTION):

____ Formal lease (attach copy of lease and Owner's Affidavit)

____ Other (attach rental agreement or realtor's statement and Owner's Affidavit)

6. The terms and conditions of my tenancy are as follows (specify rent, term, etc...):

MONTHLY RENT: _____

DURATION/TERM OF TENANCY: _____

Sworn to be before me this
_____ day of _____, 20_____

Print Name of Renter/Non-Owner

Notary Public

Signature of Renter/Non-Owner