



# SPENCERPORT CENTRAL SCHOOLS CERTIFICATE OF DUAL RESIDENCY

**EXPIRES** \_\_\_\_\_  
(to be filled in by Central Registrar)

**\*\*please complete all areas of the form \*\***

*Renewal of Dual Residency is due on or before July 15<sup>th</sup>.*

Name of Primary Resident \_\_\_\_\_

Address of Primary Resident \_\_\_\_\_ Zip \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Listed ( ) Unlisted ( ) Work Phone \_\_\_\_\_

Name of Individuals residing at or moving in \_\_\_\_\_ Work Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ Previous Phone \_\_\_\_\_

Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

Students to be registered:

Name	Birthdate	Grade	School	Previous School Attended

\_\_\_\_\_, residing at the above address within the Spencerport Central Schools;

*Signature of Primary Resident*

hereby certify that the above named individual and their children have resided with me since \_\_\_\_\_.

I understand that it is my responsibility to notify the School District Registrar's Office at 349-5114 on the date when these parties move out from my residence.

\_\_\_\_\_, do hereby certify that my children and I have resided at the above

*Signature of Individual Residing at or Moving In*

address within the Spencerport Central Schools since \_\_\_\_\_

*Date*

I understand that it is my responsibility to notify the appropriate school office as to the date when I expect to move out from this residence.

We, the above named parties, certify that the information contained in this document is true and correct to the best of our knowledge. We understand that any person who knowingly and with intent to deceive or defraud the Spencerport Central Schools with a document containing false, incomplete, or misleading information may be guilty of Perjury in the Third Degree which is a Class A Misdemeanor punishable by fine and/or imprisonment.

SIGNED \_\_\_\_\_ SIGNED \_\_\_\_\_

*Primary Resident*

*Individual Residing At /Moving In*

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

NOTE: See back of sheet for proof of residency required from both the Primary Resident and the Individual Residing at or Moving in, and return to: Registrar Office, Spencerport Central Schools Administration Building, 71 Lyell Avenue, Spencerport, NY 14559, before the registration process is complete. Proofs must accompany this form.

## **Dual Residency is defined as Sharing Residence with Another Family**

In the case of a dual-residency, **BOTH** the “Primary Resident” and the “Individual Residing at or Moving In” must provide Residency Proofs; and sign the Dual Residency Certificate before a Notary Public. Below is a list of required and suggested proofs.

### **“Primary Resident”**

Required: Mortgage statement; **OR** Recent Property/School Tax statement); **OR** Home Owner’s Insurance Bill; **OR** Lease Agreement with the landlord’s address and phone number. (*If renting, a notarized letter from the landlord is required indicating that he/she is aware of and has approved that more than one family will be residing in the same apartment. He/she must include the names of the Primary Residents as well as the names of the secondary residents.) Landlord must provide his/her own phone number.*

### **“Individual Residing at or Moving In”**

Suggested Proofs (at least 3 documents):

Social Security Welfare or Disability payments on letterhead  
Current FS20 Auto Insurance Policy with new address  
Current Bank/Financial Statement  
Current Pay Check with new address  
Cell phone bill

The Dual Residency form is valid for the current school year only. Resident must renew Dual Residency on an annual basis along with appropriate supporting documents. *Renewal of Dual Residency is due on or before July 15<sup>th</sup>.*