



**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT**  
60 Weston Street, Huntington Station, NY 11746

ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES

April E. Poprilo  
[apoprilo@shufsd.org](mailto:apoprilo@shufsd.org)

(631) 812-3150  
Fax: (631) 812-3165

## **CHANGE OF ADDRESS PROCEDURES**

**IF YOU OWN A HOME OR HAVE A LEASE** you must provide the following:

- ☐ This month's Mortgage Statement, Deed, current Tax Bill or current Lease Agreement in your name signed by you and your Landlord.
- ☐ Three of the following **(additional proofs may be accepted at the discretion of the Assistant Superintendent for Student Services)**:
  - This month's telephone bill in your name
  - This month's cable bill in your name
  - This month's bank statement in your name
  - This month's PSEG bill in your name
  - Current Photo ID (Driver's License)
  - Pay Stub
  - Income Tax Form
  - Utility or other bills
  - Voter registration documents
  - Official driver's license, learner's permit, or non-driver identification
  - State or government issued identification
  - Documents issued by federal, state or local agencies, such as the local social service agency or the Office of Refugee Resettlement
  - Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

**IF YOU DO NOT OWN YOUR HOME OR HAVE A LEASE** and you are renting an apartment, room, private home or living with a relative or friend, you will need the following:

**Parent/Guardian:**

- ☐ A notarized affidavit (Parent's Statement) issued by the South Huntington School District (available on our website or at the District Office) completed by the parent stating their legal address
- ☐ Three of the following **(additional proofs may be accepted at the discretion of the Assistant Superintendent for Student Services)**:
  - This month's telephone bill in your name
  - This month's cable bill in your name

- This month's bank statement in your name
- This month's PSEG bill in your name
- Current photo ID (Driver's License)
- Pay Stub
- Income Tax Form
- Utility or other bills
- Membership documents, such as library card, based upon residency
- Voter registration documents
- Official driver's license, learner's Permit, or non-driver identification
- State or government issued identification
- Documents issued by federal, state or local agencies, such as the local social service agency or the Office of Refugee Resettlement
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

### **Owner/Lessee**

- ☐ A notarized affidavit (Owner/Lessee Statement) issued by the South Huntington School District (available on our website or at the District Office) and completed by the owner/tenant stating that you live there (If one is not available, a third party affidavit is acceptable.)

**Social workers are available to assist with your child's registration by verifying residency when you don't have the documents requested.**

**Homeless families have certain rights under Federal Law. Our School District has a liaison assigned to assist for helping homeless families transition into the district.**

**Ms. Ventura Trent, Homeless Liaison**  
**(631) 812-3162 / [vtrent@shufsd.org](mailto:vtrent@shufsd.org)**

**IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT CENTRAL REGISTRATION AT  
 631-812-3180/3181 or EMAIL: [REGISTRATION@SHUFSD.ORG](mailto:REGISTRATION@SHUFSD.ORG)**