

## **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):

Documents issued by federal, state or local agencies  
Official driver’s license  
Voter registration document  
Current Auto Insurance Policy with new address  
Current Bank/Financial Statement  
Current Pay Stub with new address  
Cell phone, utility bill or other bills

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>.***



# SPENCERPORT CENTRAL SCHOOLS CERTIFICATE OF DUAL RESIDENCY

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

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

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

<b>Primary Resident</b>	Name of Primary Resident _____																									
	Address of Primary Resident _____ Zip _____ Own _____ Rent _____																									
	Home Phone Number _____ Listed ( ) Unlisted ( ) Work Phone _____																									
<b>Individual Moving In</b>	Name of Individuals residing at or moving in _____																									
	Home Phone Number _____ Cell Number _____ Work Phone _____																									
	Previous Address _____																									
	Car Make _____ Model _____ Year _____ Color _____ Plate # _____																									
<b>Students to be Registered</b>	<table border="1"> <thead> <tr> <th>Name</th> <th>Birthdate</th> <th>Grade</th> <th>School</th> <th>Previous School Attended</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Birthdate	Grade	School	Previous School Attended																				
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\_\_\_\_\_, 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 address within  
*Signature of Individual Residing at or Moving In*

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.**

<i>Primary Resident Signature</i>	<i>Individual Residing At/Moving In Signature</i>
SIGNED: _____	SIGNED: _____
Sworn to before me this _____ day of _____ 20 _____	Sworn to before me this _____ day of _____ 20 _____
_____ <i>Notary Public</i>	_____ <i>Notary Public</i>

**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.