



SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT  
Student Data Change Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Current Grade \_\_\_\_\_

Is this a name change? Yes\_\_\_ No \_\_\_ **If yes, please supply new, original birth certificate to reflect this change.**

**If there has been a change of custody, please provide updated court documents**

Please complete only the items to be changed:

New Address: \_\_\_\_\_

Is this the result of a change in the family status? Yes\_\_\_ No\_\_\_ Please give a brief explanation \_\_\_\_\_

Is the current residence a temporary living arrangement due to loss of housing or economic hardship? \* Yes\_\_\_ No \_\_\_

\*Answer below ONLY if you answered "yes"

Where is the student presently living?

\_\_\_ In a motel

\_\_\_ In a shelter

\_\_\_ With more than one family member in a house or apartment

\_\_\_ Moving from place to place

\_\_\_ In a place not designated for ordinary sleeping accommodations such as a car, park, or campsite.

New Home Phone # \_\_\_\_\_ New Cell # \_\_\_\_\_

New Work Phone # \_\_\_\_\_ New Email \_\_\_\_\_

Names of Siblings Affected by this Change:

School:

Grade:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please specify any disability or special need(s):

Student Name: \_\_\_\_\_

Disability/Special Need: \_\_\_\_\_

Student Name: \_\_\_\_\_

Disability/Special Need: \_\_\_\_\_

Student Name: \_\_\_\_\_

Disability/Special Need: \_\_\_\_\_

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Print Name/Relationship to Student

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Signature

**DATA CHANGE POLICY:**

Data change requires appropriate documentation.

- For address change, please make sure to attach two proofs of address change (i.e. utility bill, phone bill, tax bill, car insurance, copy of mortgage or lease) to this form.
- \*If this section is filled out, there may not be proofs available at this time

**For Office Use Only:**

cc:   **Attendance**  
      **Central Registrar**  
      **Guidance Office (M.S./H.S.)**  
      **Main Office**  
      **Nurse**  
      **Pupil Personnel Services**  
      **Transportation**

