



Office of Special Education, Central Registration &
Pupil Personnel Services
501 Route 110, Amityville, NY 11701

RESIDENCY PROCEDURES

In the event that a student(s) residency is in question, please refer to the following procedures.

Please note that new bus passes should not be given to a student or their family until residency is established at the new address.

RETURNED MAIL IS RECEIVED AT THE BUILDING LEVEL:

- Building will check the address against households and mailing addresses in e-School. In some cases, mail is returned because mailing labels were printed from the incorrect field in e-School. In other cases, an address was changed for one student in the district, but not the entire household.
- Building will contact the family regarding the returned mail. If the family has moved to an address within the Amityville UFSD, the building will advise the parent/guardian that they must change their address at Central Registration. The building will send a follow-up letter to the parent which will refer the parent to the AUFSD website for more information. Building will notify PPS, via e-mail, that the address has changed and the family will be coming to Central Registration to re-register. Central Registration will notify the building, via e-mail, if the family has not changed their address at the PPS Offices, by the fifth school day.
- If the family has moved outside of the district, the building will advise the parent/guardian that they must sign the student out at the building level.
- If the building cannot reach the parent/guardian after three attempts within five school days. The building will conduct a home visit to check residency and document both the attempted contacts and home visit on the attached "Attempted Contact Form". The building principal will make the determination as to whether this home visit should be conducted by an attendance teacher or the building social worker.
- After all of the steps take place at the building level, the building will forward all documentation to PPS with a "Request for Residency Hearing Form" attached.

IF THE BUILDING LEARNS THAT A STUDENT(S) HAS MOVED FROM ANOTHER SOURCE:

- **Building will contact the parent/guardian in order to verify the information. If the family has moved, the building will advise the parent/guardian that they must change their address at Central Registration. The building will send a follow-up letter to the parent which will refer the parent to the AUFSD website for more information. Building will notify PPS, via e-mail, that the address has changed and the family will be coming to Central Registration to re-register. Central Registration will notify the building, via e-mail, if the family has not re-registered at the PPS Offices, by the fifth school day.**
- **If building is unable to contact the parent/guardian by phone, the building will send a letter to the parent/guardian to request that they attend a meeting, at the building level, to discuss their housing situation. This letter should be mailed home, via certified mail, and a copy should also be sent home with the student. If the parent does not respond, to the request for a meeting, within five school days, the building will conduct a home visit to check residency and document both the attempted contacts and home visit on the attached “Attempted Contact Form”.**

All other situations should be discussed with a PPS administrator.