

## **PROCEDURES FOR ESTABLISHING RESIDENCY** **VIA "AFFIDAVIT OF RESIDENCY" FORM**

In completing an "Affidavit of Residency," the parent is attesting to the fact that the child is residing at the Ichabod Crane residence twenty-four (24) hours per day, seven (7) days per week. Furthermore, the "Head of Household" is attesting that the Parent/Guardian and child reside with them full-time, seven (7) days a week, Twenty-four (24) hours per day.

- Affidavits must be renewed and reviewed each school year.
- Affidavits are to be used in hardship cases only. The circumstances creating the hardship must be clearly explained on the affidavit.
- Affidavits will not be approved because a parent wishes his/her child to attend the Ichabod Crane Central Schools (i.e., parent may have a residence outside the district, but desires the child to attend Ichabod Crane).
- Affidavits require approval by the Superintendent. A copy of the approved affidavit should be forwarded to Central Office.
- The attached "Affidavit of Residency" (CO - 38) must be completed and signed by the student's parent/legal guardian and by the person who is the head of household. Both signatures must be notarized.

In those instances where an affidavit of residency is approved, the Superintendent or his/her **designee will periodically investigate to ascertain that the student is actually residing at the residency address seven (7) days per week, twenty-four (24) hours per day.** It should be noted that the District reserves the right to require documentation of residency in addition to the Affidavit of Residency at any time. Any violation of the terms of the affidavit will result in the termination of the student's attendance in the Ichabod Crane Central School District.

Ichabod Crane Central School  
PO Box 820 Valatie, NY 12184

**NEW ENTRANT REGISTRATION**  
**AFFIDAVIT OF RESIDENCY FORM**

Affidavit for purpose of determining bona fide residence of child whose parent or guardian is not a legal resident of school district

**AFFIDAVIT OF PARENT/LEGAL GUARDIAN**

STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says:  
That I reside at \_\_\_\_\_ (address) and am the **parent or guardian** of \_\_\_\_\_ (child's name), who is \_\_\_\_\_ years of age. That this affidavit is made for the purpose of inducing the Ichabod Crane Central School District to admit said child as a student in the \_\_\_\_\_ grade of the \_\_\_\_\_ school during the 20\_\_ - 20\_\_ school year. That I consider the above child to be a bona fide resident of the Ichabod Crane School District in that he/she will be, in fact, residing seven (7) days a week, twenty-four (24) hours a day in the household of \_\_\_\_\_, whose address is \_\_\_\_\_.

That such full time residence is due to the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

That I agree that I will notify the Building Principal, in writing if, at any time during the above child's attendance, there is any change in the facts set forth above.

\_\_\_\_\_  
**Parent Name/Legal Guardian (Please Print)**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**  
Address: \_\_\_\_\_

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

\_\_\_\_\_  
**(Notary Public)**

**AFFIDAVIT OF HEAD OF HOUSEHOLD WHERE STUDENT WILL RESIDE**

\_\_\_\_\_ being duly sworn deposes and says:  
**(Head of household where child will reside)**  
That I reside at \_\_\_\_\_ and make this affidavit for the purpose of inducing the Ichabod Crane Central School District to admit \_\_\_\_\_ as a student during the school year of 20\_\_ - 20\_\_. That said child will reside with me as a member of my household seven (7) days a week, twenty-four (24) hours a day during the said school year for the following reason (state reasons why this residency is necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Head of Household (Please Print)**

\_\_\_\_\_  
**Signature of Head of Household**  
Address \_\_\_\_\_

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

\_\_\_\_\_  
**(Notary Public)**

nb R-2/28/08; R-7/29/09;R11/16/11)Refer to addendum to CO-38 for procedural information, Ac-3/10/22