

Email, Phone Number or Secondary Mailing Address Change Form

Valid parent/guardian photo identification must be included with this form.

To add or change your phone number(s), email address and/or secondary mailing address so that they are on file with the district, we ask that you complete this form and return it to the guidance office/main office of your child's school. Should you have children in multiple buildings, you must return one copy to each building.

For convenience, you may scan a signed copy and email it to the respective buildings as well. If you opt to email the form, please send it to:

Scotchtown Avenue Elementary School
Goshen Intermediate School
C.J. Hooker Middle School
Goshen Central High School

caroline.parlapanov@gcsny.org
darlene.ferraro@gcsny.org
becky.dendanto@gcsny.org
anna.allen@gcsny.org

Forms may also be mailed or hand delivered.

Student Name _____

Parent(s)/Guardian(s) _____

Add/change email address to _____ (leave blank if no change requested)

Staff use only: Parent Portal email verified ___

Add/change home phone to _____ (leave blank if no change requested)

Add/change cell phone to _____ (leave blank if no change requested)

Add/change work phone to _____ (leave blank if no change requested)

Change secondary mailing address to* _____

_____ (leave blank if no change requested)

Parent/Guardian Signature Required _____

**Secondary mailing address changes are intended for situations when there is a second mailing address for a student, other than the student's primary residence; for instance, if parents/guardians are living in separate dwellings. Primary address changes cannot be processed with this form. Primary address changes must be made with and verified by the district registrar and can be submitted at the district office.*

For Office Use Only: Processed By _____