

# Goshen Central School District

## Email, Phone Number and/or Secondary Mailing Address Change Form

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

**Parents/guardians:** Please complete this form and return it to the guidance office/main office of your child's school in order to add or change your phone number(s), email address and/or secondary mailing address so that they are correctly on file with this district.

Forms may be mailed to 227 Main Street, Goshen, NY 10924, hand delivered to the below schools, or scanned and emailed to the District Registrar: [registrar@gcsny.org](mailto:registrar@gcsny.org)

Scotchtown Avenue Elementary School (K-2)  
Goshen Intermediate School (3-5)  
C. J. Hooker Middle School (6-8)  
Goshen High School: (9-12)

*Fill out the form below. Leave fields blank if no change for that field is requested.*

Student Name(s): \_\_\_\_\_

Parent(s)/Guardian(s) \_\_\_\_\_

Add/change email address to \_\_\_\_\_

Office use only: Parent Portal email verified \_\_\_\_

Add/change home phone to \_\_\_\_\_

Add/change cell phone to \_\_\_\_\_

Add/change work phone to \_\_\_\_\_

Add/change secondary mailing address to\* \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

*\*Secondary mailing address changes are intended for situations where 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.***

Office use only: Photo ID attached \_\_\_\_ form processed by: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_