

Alexander Graham Bell School

P.S. 205Q

75-25 Bell Boulevard
Bayside, New York 11364
(718) 464-5773 FAX # (718) 464-5875

Karen Scott-Piazza, Principal

May 1, 2019

NOTIFICATION OF INTENT TO MOVE

Dear Parent/Guardian:

If you are moving or planning to move, please provide the date you are moving, your new address or the new school your child will be attending. Go to the school once the move is final. This information will ensure the appropriate discharge will be processed which will prevent the necessity of an attendance investigation.

When your child registers at the new school, please provide school staff with our school's address, telephone number and fax number in order to obtain your child's school records (see above).

Thank you for your cooperation in this matter.

Student Name: _____ **Tentative Last Day of School:** _____
Last _____ First _____ Middle _____

NYC ID# _____ **Teacher** _____ **Class** _____

TO BE COMPLETED BY PARENT/GUARDIAN

Moving Date:
New Address:
Street: _____ Apartment #: _____
City: _____ State/Country: _____ Zip Code: _____
New Telephone Number: () _____ Cell: () _____
New School Information (if known):
School Name: _____
School Address: _____
School Telephone: () _____

Print Parent/Guardian Name: _____
Parent/Guardian Signature: _____
Date: _____

RETURN TO SCHOOL'S PUPIL ACCOUNTING SECRETARY

This is not an official discharge. Prior to the moving date, please contact the parent to verify the information provided.