



Mailing Address Update

July 16, 2021

Dear Parent or Guardian,

If you have recently moved, in order to change/update the current address we have on file for your scholar, we need 2 acceptable proofs of address from the list below.

Please email the Operations Team at bacs_ops@ascendlearning.org with **(2) acceptable forms of proof of NY Residency.**

Acceptable Forms of Proof of Address

1. A lease agreement, deed or mortgage statement for the residence
2. A residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison), must be dated within the past 60 days
3. A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
4. Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor or the federal Office of Refugee Settlement, indicating the resident's name and address, must be dated within the past 60 days
5. A current property tax bill for the residence
6. A water bill for the residence dated within the past 90 days
7. Rent receipt which includes the address of the residence, must be dated within the past 60 days
8. State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence
9. Income tax form for the last calendar year
10. Official NYS Driver's License or learner's permit which has not expired
11. Official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt; must include home address and be dated within the past 60 days
12. Voter registration documents, which include the name of the parent and the address of residence
13. Unexpired membership documents based upon residency (e.g., neighborhood residents' association), which include the name of the parent and the address of residence
14. Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers documents issued within the past 60 days with name of child and address of residence

If you have any questions feel free to call the main office at (718) 907-9150 or email bacs_ops@ascendlearning.org.

Best Regards,
Operations Team

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