



**RESIDENCY LETTER for PARENT or GUARDIAN
of a Student Enrolled in any Private, Parochial, or
NYC DOE School; or a Head Start or Early Learn program**

Consent section to be completed by Applicant – Please print clearly

Applicant's Name: _____ Student's Name _____ DOB: ____/____/____ mm/dd/yyyy By signing this form, I consent to the release of NYC Department of Education (DOE) records to IDNYC personnel for IDNYC application purposes. I also understand that IDNYC will accept this letter only if I also present proof of my relationship to the student named above. Applicant's signature: _____ Date signed: ____/____/____ mm/dd/yyyy
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To IDNYC Program:

I write on behalf of _____ (Applicant) and their application for an IDNYC card. As the signatory of this letter, I confirm that I am the principal, director, or designee thereof, at a private, parochial, or DOE school; or a Head Start or Early Learn program located in New York City. I confirm that school records reflect that the student named above has attended this school for at least 15 days, and that the applicant is the student's parent or guardian.

According to our agency records, the student resides at the following address: Street Address: _____ Apt. #: _____ City: _____ Zip Code: _____

Thank you,

Signature of Principal, Director, or designee

Print Name and Title

Name and Address of School or Program

____/____/_____
Date signed (mm/dd/yyyy)

*This letter must be submitted at an IDNYC Enrollment Center **no more than 60 days** after the date signed.