



HAMILTON CENTRAL SCHOOL DISTRICT
UNENROLLMENT/TRANSFER FORM

Today's Date: _____

Last Date Student will Attend HCS: _____

Student(s) Name: _____ Grade: _____

New Address: _____

New Phone #: _____

District your child(ren) will be attending (if you are leaving the Country, please give as much information as you can regarding the new school): _____

Or are you homeschooling your child(ren)? _____

**If you will be homeschooling your child(ren), please contact the District Office (315.824.6310) as soon as possible to stay in compliance with New York State law requirements.

Parents/Guardians Signature: _____

Please ask your new school to fax HCS a Request for Records, so that we can send all pertinent records to them. Our address and fax number:

Hamilton Central School
47 W. Kendrick Avenue
Hamilton, NY 13346

Phone: 315.824.6300 | Elementary Fax: 315.824.6334 | MS/HS Fax: 315.824.6324

Please note:

New York State law requires students between the ages of 6 and 16 to attend school. The new school will need to contact us as soon as the student(s) are enrolled in their school. Please contact your new district ASAP so that official records may be sent immediately. To ensure that all students are educated, within the compulsory age, HCS will contact the new district if a request for official records has not been sent in the mandatory two (2) week period from enrollment.

All information for the Elementary School (PK-5) should be directed to Shannon Newkirk (Fax: 315.824.6334 or Email: snewkirk@hamiltoncentral.org). All information for the MS/HS (6-12) should be directed to Jennifer Inman (Fax: 315.824.6324 or Email: jinman@hamiltoncentral.org). Thank you.