



Wyoming County Treasurer

Robin M. LaWall

143 N. Main St.

Warsaw NY 14569

June 24, 2025

Dear School District Administration and Guidance Office Staff,

I hope this letter finds you well. I am writing to inform you about the recent updates regarding the Wyoming County Certificate of Residency application process, which has transitioned to an electronic format. As you may know, the Wyoming County Certificate of Residency is an important document for students pursuing higher education, as it allows them to qualify for County subsidized tuition rates at participating colleges and universities.

With the shift to an electronic application, it is crucial for our district's administration and guidance counselors to be aware of the new process to ensure a smooth and efficient transition for our students. The online system streamlines the application, making it more convenient and timely, and is designed to expedite the approval process. However, for some families, this new format may present challenges, particularly for those who are unfamiliar with or have limited access to technology.

I kindly request that the school district assist our office as we take the necessary steps to:

1. **Notify students and families** about the availability of the new electronic application, providing clear instructions on how to access and complete the form.
2. **Offer assistance** to families who may need help navigating the online application process or who may lack the necessary technology to complete it.
3. **Ensure guidance counselors** are well-informed about the new process so that they can support students in submitting their applications on time and without issues.

The electronic application is available on the County website at www.wyomingcountyny.gov/223/treasurers-office or by simply scanning the QR code:



Once your student applies for the certificate, it will be emailed back to the email address they provided in the application. Students should keep the certificate for their records as it is ultimately their responsibility to make sure it is submitted to the institution. The application will also generate a second email with the certificate directly to the institution selected in the drop down, however if the email is not received, the student will have their own copy as well as a backup. Utilizing an electronic format also maintains a timeline of application and submission for both the student as well as the institution.

I would ask that you also please forward any questions/concerns from students or parents directly to our office if you choose. Office hours are weekdays from 8:30 am to 4:30 pm and we can be reached at 585-786-8812. I encourage you to give this out so we can handle any influx of calls/questions so we are not adding strain on your office's valuable resources. We will also have computer and internet access here for anyone that needs it.

Additionally, if there are any resources, workshops, or information sessions available to help families with the transition to this new system, I would gladly offer to provide that service through my office at the Government Center. I have attached an informational document regarding Certificates of Residency as well for distribution if you wish, or to upload on your Parent Square platform, or use at your discretion.

Thank you for your attention to this matter. I believe that ensuring all students and families are properly supported will help make this transition as seamless as possible. Please feel free to reach out to me if there is anything further I can do to assist with this effort.

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