

INTRODUCTION

All children who meet the age and residency requirements established by state law have the right to attend school whether they are U.S. citizens, documented aliens, or undocumented immigrant children and youth.

REGISTRATION REQUIREMENT CHECKLIST

The child's initial enrollment will occur on the next school day after the request for enrollment is made, or as soon thereafter as practicable. However, if the District is able to determine non-residency from documentation provided on the day of the initial request, the child will not be enrolled. Following the request for enrollment, you will have 3 business days to present proof of custody, residency, and age of the student using the kinds of documentation listed below. If you do not present the required proof, your child will not be granted final registration in the District.

Proof of Age – must be **certified copy**

- Certified transcript of birth, including foreign birth certificate (with seal); **or**
- Religious Certificate (Baptismal or Bris Certificate).

If neither of the above are available:

- Passport (including foreign passport) showing the date of birth of the minor.

If none of the above-listed documentation is available, the following will be considered:

- Permanent resident/Green Card;
- Official driver's license;
- State-or other government-issued ID;
- School photo ID with date of birth;
- Consulate identification card;
- Hospital or health records (in New York City, Hospital Birth Records);
- Military dependent ID card;
- Documents issued by federal, state or local agencies;
- Court orders or court-issued documents;
- Native American tribal document;
- Record(s) from non-profit international aid agencies and voluntary agencies (VOLAGS).

Other than birth certificates, religious certificates and passports, documentation of age must have been in existence two years or more.

Proof of Immunization – You have thirty (30) days to submit to the school nurse the month, date and year of New York State immunizations signed by a doctor or clinic. If documentation of immunization is not obtained after this period, the student may be excluded from school until documentation/immunization is obtained.

Proof of Parental Identification– The parent/guardian/person in parental relation MUST be present at time of registration and provide valid identification such as:

- Driver’s license;
- Government Issued Photo ID;
- DSS-299.

Proof of Residency – You must provide at least one form of proof of residency from list **A or B**. In addition, please provide at least one other document from list **C**, below.

A. Homeowner/Condominium owner

- Mortgage statement;
- Deed; **or**
- Closing Papers

B. Renter/Tenant

- Lease;
- Affidavit or unsworn statement by landlord;
- Affidavit or unsworn statement by owner or tenant from whom parent/person in parental relation leases or shares property; **or**
- Statement by any other party establishing parent(s)'/person in parental relations' physical presence in the District.

C. Other Documentation of Residency

In addition to providing at least one item from list **A or B** above, please provide at least one additional document demonstrating residency if available. Below is a list of examples of documentation that may be used. *Please note that this list is intended only to provide examples of documentation that may be relevant to residency determinations.* The District will consider other kinds of documentation. The list below is not intended to be exhaustive, nor is it a list of required documentation.

- Pay stub;
- Income tax form;
- Utility (such as gas/electric/oil bill, e.g., Orange & Rockland);
- Other bills (such as water bill (e. g., United Water), home telephone bill (e.g., Verizon, Optimum, etc.), cable TV/Digital TV bill (e. g., Cablevision, Direct TV, etc.) or Broadband/Internet service provider bill (e. g., Verizon, AOL, etc.);
- Membership documents (e. g., library cards) based upon residency;
- Voter registration document(s);
- Official driver's license, learner's permit or non-driver identification;
- State or other government issued identification;
- Documents issued by Federal, State or local agencies (e. g., local social service agency, Federal Office of Refugee Resettlement); or
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers.

Please note: The District will be flexible in considering different kinds of documentation of residency. Any documentation you present will be considered. However, the District has found the following kinds of documents to be less reliable proof of residency: checkbooks; bank statements; credit card statements; car insurance statements/cards; cellular telephone bills; car notes or loan statements (other than mortgage loans).

D. Proof of Parental Relationship/Custody

- An affidavit of the parent(s) or person(s) in parental relation indicating either:
 - (1) that they are the parent(s) with whom the child lawfully resides; or
 - (2) that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise
- Documentation indicating that the child resides with a sponsor with whom the child has been placed by a Federal agency;
- Guardianship document or custody order signed by a Judge or Court Officer (*This specific documentation is not required, but is one form of proof of the parental relationship that may be used*).

Additional Documents

Please submit any previous school records, transcripts, or any other relevant documents regarding your child's education, as these will assist us in placing your child in the proper grade and classes.