

North Colonie Central Schools

Office of the Registrar
91 Fiddlers Lane
Latham, NY 12110

Phone: (518) 785-8591, x-3135
Fax: (518) 783-0471
www.northcolonie.org

Dear Registering Family:

Welcome to the North Colonie Central School District!

Attached are the forms necessary to register your child(ren) for Non-Public School and Transportation. Please fill out the forms completely and provide the **birth certificate and proof of residency** (lease, deed, 2 bills with the address on it). If you need assistance in completing the forms, please call us to discuss.

Upon completing all of the necessary forms, please either fax them to (518) 783-0471 or email to Courtneydicocco@ncolonie.org.

Sincerely,

Central Registrar

North Colonie Central School District

91 Fiddlers Lane
Latham, NY 12110

Pupil Registration

(Please print neatly and complete all information)

For School Use ONLY - to be completed by office personnel only.

Registrar's Init. _____	School Attend _____
Student ID# _____	Household Cd _____
Start Date _____	Homeroom _____
Grade Level _____	Counselor _____
Data Entered By _____	Date _____

-- *PART I* --

Student Information

Please fill in the information below as it appears on the student's birth certificate

First Name: Middle Name: Last Name: Suffix

Primary Household Address

Address Information

Residential 911 Street Address (Required)

House/Building # Street Name Apt #
City State Zip

Mailing Address (if different)

House/Building/PO# Street Name Apt #
City State Zip

Daycare Transportation

Will your child need transportation to and from a daycare provider within the North Colonie CSD? Yes No
(NOTE: Agreement to provide transportation to and from daycare is contingent upon availability.)

(NOTE: If "Yes", a separate request for daycare transportation must be submitted directly to the Transportation Department. Forms are available from the Registrar, or may be submitted online at www.northcolonie.org/transportation)

Support Services

Has your child received special education service(s) or accommodation(s) through an:

Individual Education Plan (IEP)? Yes No

Section 504 Plan Only? Yes No

(Please print neatly and complete all information)

-- PART II --

Household Information (Please read carefully and answer all sections.)

Primary Household Information (non-custodial parent/guardian information is entered on a different form)

Parent/Guardian/Person in Parental Relationship Information (living at Primary Household)

First parent/guardian

Relationship to student:

First Name: Last Name: Suffix

Home Phone#: Cell#: Work#:

Phone numbers with extensions will not work with our auto-dialer system. Do NOT list phone numbers with extensions.

Second parent/guardian: (living at Primary Household)

Note: If second parent/guardian does not live with the child, do not complete this section.

Relationship to student:

First Name: Last Name: Suffix

Cell Phone#: Work#:

Phone numbers with extensions will not work with our auto-dialer system. Do NOT list phone numbers with extensions.

I agree that all information answered above is accurate and acknowledge that false information may result in denial of admission or revocation.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____
(mm) (dd) (yyyy)

You may either e-mail this complete form to the Central Registrar of the North Colonie CSD or print this completed form and bring it with you to your registration appointment with the Central Registrar of the North Colonie CSD.

(please note, if you e-mail the form, you will still need to set up an appointment to meet with the Central Registrar of the North Colonie CSD to complete the registration of your child.)

North Colonie Central School District

91 Fiddlers Lane
Latham, NY 12110

Pupil Demographic Information

(Please print neatly and complete all information)

For School Use ONLY - to be completed by office personnel only.

Registrar's Init. _____	School Attend _____
Student ID# _____	Household Cd _____
Start Date _____	Homeroom _____
Grade Level _____	Counselor _____
Data Entered By _____	Date _____

-- **PART I** --

Student Information

Please fill in the information below as it appears on the student's birth certificate

First Name: Middle Name: Last Name: Suffix:

Date of Birth: Nickname: Gender: M F

Place of Birth: City State/Province Nation:

OFFICE USE ONLY: U.S. C BC: Yes No

Race/Ethnicity Category :

Please answer questions (1) and (2). PLEASE READ THEM BEFORE YOU RESPOND.

1.) Is the student Hispanic, Latino, or of Spanish Origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

- Yes, Hispanic
 No, not Hispanic

2.) Select one or more races from the following five racial groups [For question (2) Check (✓) all groups that apply to your child; check (✓) at least ONE box.]:

- AMERICAN INDIAN OR ALASKA NATIVE: A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- BLACK OR AFRICAN AMERICAN: A person having origins in any of the the Black racial groups of Africa.
- WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Living Arrangements: (Please check only one.)

- In permanent housing
 - In a shelter
 - In a hotel/motel
 - In a car, park, bus, train, or campsite
 - With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as a "doubled-up")
 - Other temporary living situation (Please describe):
-

Immigration data:

Has the student emigrated from another country into the U.S.? Yes No

First day in U.S. schools (continuous enrollment)

Support Services

Primary language spoken at home (list only one):

Has your child been identified as Limited English Proficient or ever received English as a Second Language services? Yes No

Is the student the child of migrant workers? Yes No

Is the student in Foster Care? Yes No

Is the student a child of a parent or guardian who is a member of the Armed Forces and on full-time Active Duty? (Army, Navy, Air Force, Marine Corps, Coast Guard or full-time National Guard) Yes No

(Please print neatly and complete all information)

-- PART II --

Household Information (Please read carefully and answer all sections.)

Primary Household Information (non-custodial parent/guardian information entered on page 4)

Parent/Guardian Information (living at Primary Household)

First parent/guardian

Relationship to student:

First Name: Last Name: Suffix:

Do you have legal custody of the student being registered? Yes No

Do you have primary physical/residential custody of the child? Yes No

Second parent/guardian: (living at Primary Household)

Note: If second parent/guardian does not live with the child, do not complete this section; instead, enter this information on page 4.

Relationship to student:

First Name: Last Name: Suffix:

Do you have legal custody of the student being registered? Yes No

Do you have primary physical/residential custody of the child? Yes No

Sibling Information (Birth through Grade 12) (If you need more space, please attach an additional sheet of paper.)

Sibling #1 Name: Gender: M F Date of Birth:

Grade Level: School to Attend: Student ID#:

Sibling #2 Name: Gender: M F Date of Birth:

Grade Level: School to Attend: Student ID#:

Sibling #3 Name: Gender: M F Date of Birth:

Grade Level: School to Attend: Student ID#:

Pupil Demographic Information (page 4)

Student Name: _____

(Please print neatly and complete all information)

Secondary Household Information (if applicable)

Parent/Guardian Information (NOT living at Primary Household)

Can pick up student? Yes No (court order must be provided) Relationship to student: _____

First Name: _____ Last Name: _____ Suffix _____

Home Phone#: _____ Cell#: _____ Work#: _____

Phone numbers with extensions will not work with our auto-dialer system. Do NOT list phone numbers with extensions.

Address Information

House/Building/PO# _____ Street Name _____ Apt # _____

City _____ State _____ Zip _____

School Information

Has the student attended a North Colonie CSD public school before? Yes No

If yes, what year? _____ If yes, what school did they attend? _____

School transferring from: _____

School Address: _____

Date first entered 9th Grade: (High School students ONLY) _____

Reason for leaving: _____

Has the student ever been expelled from school? Yes No

If yes, please give details: _____

NOTE: When a family moves from the district, a student's academic records will be forwarded to the new school upon request. Transcripts of courses and grades earned will be sent to any college or employer where your child has filed an application. Transfer of other records and student data, however, requires written parent/guardian permission.

I agree that all information answered above is accurate and acknowledge that false information may result in denial of admission or revocation.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____
 (mm) (dd) (yyyy)

You may either e-mail this complete form to the Central Registrar of the North Colonie CSD or print this completed form and bring it with you to your registration appointment with the Central Registrar of the North Colonie CSD.

(please note, if you e-mail the form, you will still need to set up an appointment to meet with the Central Registrar of the North Colonie CSD to complete the registration of your child.)

North Colonie Schools Transportation Department

Non-Public School Grades K-12 Annual Transportation Request Form

This form must be completed and submitted to the North Colonie Trans Dept.

EACH YEAR by April 1. This form may also be completed online at our district website.

Today's Date: _____/_____/_____

School: _____	School Year: _____
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Student #1: Last Name, First Name, Grade: _____

Student #2: Last Name, First Name, Grade: _____

Student #3: Last Name, First Name, Grade: _____

NOTE: If this is a new school for your child, you must contact our District Registrar (518-785-8591, ext 3135), to register your child as attending this new school. New Kindergarten students must also register to present proof of age. Kindergarten students must be 5 years old before December 1 to be eligible for transportation.

Address: _____

City, State, Zip Code: _____

Home Phone: _____

School Attended Last Year: _____

Contact Information

Mother's Last Name, First Name: _____

Cell#: _____ Work #: _____

E-Mail: _____

Fathers Last Name, First Name: _____

Cell #: _____ Work #: _____

E-Mail Address: _____

Please Schedule My (K-12) Child for Transportation: AM Only: _____ PM Only: _____ Both AM & PM: _____

Students may be picked up or dropped off at approved child care locations per the stipulations on the reverse of this form.

Daycare Information (If Applicable):

AM Pick Up Address: _____

PM Drop Off Address: _____

Daycare Provider Name: _____

Daycare Provider Phone: _____

Additional Comments/Notes: _____ _____ _____

I have read and understand the "Information for parents of non-public school students" on the reverse of this form.

_____/_____/_____
Parent/Guardian Signature Today's Date

Send this form to the Transportation Department. Do NOT send this to your child's school.

445 Watervliet-Shaker Rd
Latham, NY 12110

Tel: 518-785-9486, ext 1 Fax: 518-783-8879
email: nccstrans@ncolonie.org

INFORMATION REGARDING NON-PUBLIC SCHOOL TRANSPORTATION

1. Section 3635(1)(a) of the Education Law requires a board of education to provide transportation to a non-public school for all pupils residing within the school district who are eligible for transportation on the basis of a distance up to 15 miles, the distance in each case being measured by the nearest available route between home and school.
2. Section 3636(2) of the Education Law requires that a parent submit a written request for transportation no later than April 1, each year. In addition, a parent of a pupil not residing in the school district on April 1 shall submit a written request within thirty days after establishing residence in the district.
3. A late request must be granted where the requested transportation can be provided under existing transportation arrangements at no additional cost to the district.
4. Section 3635(1)(b)(i) requires a board of education to provide transportation from a centralized pickup point, which must be a public school building, for nonpublic school pupils who live more than 15 miles from school, when a pupil residing within 15 miles is receiving transportation to the same nonpublic school. The district is not responsible for transportation between a pupil's home and the centralized pickup point. However, the district may provide transportation between a pupil's home and the centralized pickup point if the pupil's residence is located on an established bus route for transportation to the centralized pickup point and such transportation does not result in an additional cost to the district.
5. North Colonie Schools does not provide transportation to non-public schools on days when our public schools are not in session.
6. North Colonie Schools does not provide transportation for "Pre-Kindergarten" students, even if they are 5 years old, and even if they have an older sibling on the bus.
7. Children who turn five years old after December 1 of the school year, are not eligible for transportation, regardless of whether they are enrolled in a non-public kindergarten program. While some non-public schools don't have a policy regarding age requirements, North Colonie Schools public school students are not eligible to attend kindergarten if they turn five after December 1.

Daycare

1. All requests for transportation to an approved location other than home must be submitted by April 1. The pick up and drop off location must be within district boundaries, and the same location for all 5 days of the week.
2. Daycare requests after April 1 will be approved based on available space and route considerations. Parents are strongly advised to call us before finalizing daycare location plans after April 1. Late requests that increase ride time for other students, or incur extra district cost will not be approved.

Miscellaneous

1. Students from other districts may not ride North Colonie school buses. This becomes an issue when students wish to bring a friend home on the bus. Please make other arrangements for transportation on those days.
2. Bus Stop Locations: Non-Public School Students' bus stops will mirror those of public school students in most cases. Students in grades 7-12 may have to travel further to a bus stop than grades K-6.
3. New Siblings: All students in the district, whether going to public or private schools, must be registered through the district's Registrar office. If you have a new student entering the system, you must contact the Registrar's office at 785-8591, ext 3130. We cannot process your new child for transportation until the Registrar has your child's information.

Delays/Early Closings

Transportation to your non-public school is based on your school's published school calendar, and this district's school calendar. A non-public school's announcement of an unscheduled and/or emergency delay or early closing cannot be accommodated unless our school district is operating under the same early closing or delay schedule. Similarly, if our district announces a delay, or early closing, we will only provide transportation per our adjusted schedule on that day.