

North Colonie Central Schools

REGISTRATION CHECKLIST

Items required at time of registration:

One of the following:

Deed or Mortgage

Or

Current Rental Lease Agreement

- A copy of a residential lease; deed; or mortgage statement;
- A statement by third-party landlord, owner, or tenant from whom the parent(s)/guardian(s) lease from or live with (either sworn or unsworn);
- Such other statement(s) by third party establishing the physical presence of the parent(s)/guardian(s) in the school district

Contract to Build/Buy a Home

(For September entrance into current school year only)

In the absence of the above, the following forms of documentation shall be considered for the purposes of determining residency; **(Documents must be current and originals. We will copy and return the original to you at your appointment.)*

- Pay stub from Employer;
- Income Tax Form;
- Utility or other bills;
- Membership documents based on residency (ex: library card)
- Voter Registration documents;
- Official driver's license, learner's permit or non-drive ID;
- State or other government issued ID;
- Documents issued by Federal, State or Local Agencies;
- Evidence of custody of the child(ren), including but not limited to judicial custody orders or guardianship papers

Documentation Necessary to Establish Student Age:

In addition to the foregoing documentation, the School District requires appropriate documentation sufficient to establish the age of the child(ren) being registered. The following documentation will be required at the time of registration:

- Certified transcript of a birth certificate or record of baptism; or if not available;
- A passport (including foreign passport)

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If the foregoing documentation is not available to prove age, the School District will consider other documentary evidence, including but not limited to:

- Official driver's license;
- State or other government issued ID;
- School photo ID with date of birth;
- Consulate ID card;
- Hospital or Health Records;
- Military dependent identification card;
- Documents issued federal, state, or local agencies
- Court orders or other court-issued documents;
- Native American tribal documents;
- Records from non-profit international aid agencies and voluntary agencies

If relevant, additional documentation needed for school information:

- IEP (Individualized Education Plan) from previous school district
- Section 504 documentation from previous school district
- Last report card for placement purposed

Additional Information:

A health physical must be provided in order to attend school. The exam must have been performed within the 12 months prior to the child's start date in our school district. If a physical has not been performed, you are allowed 30 days from the start of school to obtain one. **"The Health Certificate/Appraisal Form"** is provided for your doctor's use. *Please note that the most current immunization records are REQUIRED in order to register your child(ren).*

Please have all enclosed forms completed prior to your registration appointment for efficiency.