

## **REGISTRATION PROCEDURES AND INSTRUCTIONS**

**Elementary School** – determine which elementary school the child will attend. If unsure the parent/guardian may contact CarolAnn DiFabio (Transportation) at 255-8807 to help determine which elementary zone they live in. The parent/guardian must then go to the elementary school to register their child.

**Junior High School** – parent/guardian must go to the Junior High to register their child.

**High School** – parent/guardian must go to the High School to register their child.

When registering the student the following needs to be presented to the registrar at the time of registration:

### **Proof of Age**

When a birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism), which give the date of birth, is available, no other form of evidence will be used to determine the child's age. In instances where a birth certificate or record of baptism is not available, a passport (including foreign passport) may be used to determine a child's age. If none of these documents are available the District will consider other documented or recorded evidence in existence two (2) years or more to determine the child's age. Such other evidence includes but is not limited to the following:

- Official driver's license;
- State or other government issued identification;
- School photo identification with date of birth;
- Consulate identification card;
- Hospital or Health Records;
- Military dependent identification card;
- Documents issued by federal, state, or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement);
- Court orders or other court-issued documents;
- Native American tribal document; or
- Records from non-profit international aid agencies and voluntary agencies.

### **Proof of Student Residency**

A parent/guardian must submit documentation and/or information establishing physical residence of the parent/guardian and the child in the School District. Such documentation may include but shall not be restricted to: a copy of residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; a statement by a third-party landlord, owner or tenant from whom the parent or person in parental relation leases or with whom they share property within the District. If such information is not available the District will consider other forms of

documentation and/or information establishing physical residence in the District, including but not limited to:

- Pay stub;
- Income tax form;
- Utility or other bills;
- Membership documents (e.g., library cards) based upon residency;
- Voter registration documents;
- Official driver's license, learner's permit 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.

In addition to the above-required documentation the District also reserves the right to require:

- Custody Papers;
- Custodial Affidavit;
- Parent Affidavit;
- Homeowner/Renter Affidavit;
- Proof of Immunizations

### **Homeless Students**

Pursuant to Commissioner's Regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
- b) Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals;
- d) Awaiting foster care placement; or
- e) A migratory child who qualifies as homeless in accordance with Commissioner's Regulations. As defined in the No Child Left Behind Act of 2001, the term "migratory child" *includes* a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.
- f) A child or youth who has a primary nighttime location that is:

1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to

Executive Law Article 19-H; or

2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.

g) Considered an "unaccompanied youth":

1. An unaccompanied youth is a homeless child (for whom no parent or person in parental relation is available) or youth not in the physical custody of a parent or legal guardian.

2. An unaccompanied youth shall not include a child or youth who is residing with someone other than a parent or legal guardian for the sole reason of taking advantage of the schools of the district. The term "homeless child" shall not include a child in foster care or receiving educational services pursuant to Education Law Sections 3202(4), (5), (6), (6a) or (7) or pursuant to Articles 81, 85, 87 or 88. For example, a child in a family home at board, a school for the mentally retarded, a hospital or other institution for the care, custody and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."

### **Enrollment, Retention and Participation in the Educational Program**

Enrollment of homeless children shall not be delayed and their ability to continue or participate in the educational program shall not be restricted due to issues such as:

- a) Transportation;
- b) Immunization requirements;
- c) Residency requirements;
- d) Birth certificates, medical records, individualized education programs (IEPs), school records and other documentation;
- e) Guardianship issues;
- f) Comprehensive assessment and advocacy referral processes;
- g) Resolution of disputes regarding school selection;
- h) Proof of social security numbers;
- i) Attendance requirements;
- j) Sports participation rules;
- k) Inability to pay fees associated with extracurricular activities such as club dues and sports uniforms; or
- l) Other enrollment issues.

The School District shall provide homeless children and youth with access to all of its programs, activities and services to the same extent that they are provided to resident students. Homeless children and youth shall be educated as part of the school's regular academic program.