

Mechanicville City School District

Central Registrar

PAPERWORK REQUIRED FOR REGISTRATION

Proof of Residency is required before a student will be registered. (A Post Office Box is not acceptable).

You must provide two forms of identification from the following list of items:

Form of Identification/Residency: (2 Forms)

- Driver's License* (REQUIRED); Lease Agreement; Mortgage Statement; Utility Bill; Telephone Bill; Rent Receipt; Notarized verification of address from an employer; Paystub; Income tax form; official voter registration documents; State or other Government issued ID; Documents issued by federal, state or local agencies; notarized statement by other third party establishing the physical presence of the parent/guardian in the school district (i.e. landlord, owner or tenant the parent/guardian lease from or live with)
-
-

Determination of Student Age:

- Copy of your child(ren)'s original Birth Certificate; Baptismal Record; Passport; Driver's License; State or other government issued ID; Consulate identification Card; Hospital or Health Records; Military Dependent Identification Card; Court orders or other court issued documents with DOB; Native American Tribal Documents; records from non-profit international aid agencies and voluntary agencies
-

School Records:

- Authorization to Request Release of Records
- Report Card/ Transcript (HS)
- Current Schedule (if applicable)
- Lab grades for Science Courses (HS)

Health Records:

To Be Completed by Parent/Guardian

- o Medical History Form
- o Health Information Release Form
- o Immunization Records

To Be Completed by Physician

- o Health Certificate/Appraisal Form
- o Authorization to Administer Medication
- o Dental Health Certificate

Divorce and/or Custodial / Guardianship/Foster Child Documentation:

- Copy of the most recent divorce decree and/or custodial/visitation paperwork issued by the court
- Copy of official Guardianship Paperwork or Foster Placement

Special Education Services:

- Most recent IEP (Individualized Education Program) developed by previous school
- Most recent 504 Education Plan developed by previous school

Other Required Paperwork:

- Free and Reduced Lunch Application
- Student Registration Form
- Teacher Data Sheet
- Residency Questionnaire
- Home Language Questionnaire

Please return all of the above items to the Central Registrar Office. Once all the data is collected and reviewed the Guidance Counselors or Elementary office will contract you. Once the student is registered the parent/guardian will need to call the transportation department at 664-9881 to arrange for bus pick-up, with the exception of Pre-Kindergarten.