

Mechanicville City School District

CENTRAL REGISTRAR CHECKLIST

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

Parent/Guardian Form of Identification: Driver's License State or Government Issued ID Passport

Proof of Residency: TWO FROM LIST A: Lease Agreement Mortgage Statement Signed Rent Receipt
 Utility Bill (NYSERDA) Landline Phone Bill

OR ONE FROM LIST A + ONE LIST B: Recent Paystub Driver's License State or Gov't Issued ID
 Passport Current Income Tax Form Voter Registration Documents Documents Issued by federal/state/local agencies Car/Home/Renter Insurance Documents Bank/Loan Statements

OR IF LIST A does not apply (2) LIST B + OTHER: Notarized statement by third party establishing physical presence of parent/guardian in the school district (i.e. landlord, owner or tenant leased from or live with).

Documents must be from the past 30 days

Determination of Student Age:

- Original Birth Certificate
- Baptismal Record
- Passport
- Driver's License (student)
- 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

Health Records:

To Be Completed by Parent/Guardian

- o Medical History Form
- o Health Information Release Form

To Be Completed by Health Care Professional

- o Health Certificate/Appraisal Form
- o Authorization to Administer Medication (if applicable)*
- o Dental Health Certificate
- o Immunization Records**
** (Proof of up to date immunizations per NYSED requirements. Temporary enrollment will be considered as needed; parents will be given 14 days upon date of registration to supply school with documents, pending administrative approval.)

School Records:

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

Other Required Paperwork:

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

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

Individual's attempting to enroll a student must be listed on the child's birth certificate as the natural parent or must provide court documentation proving legal custody. When parents reside in different school districts the child must attend the school in the district of the parent with whom the child lives for a majority of the time, unless court order specifies otherwise. If parents split time equally, parents are given school of choice.

Custodial paperwork is not required only when both natural parents reside in the same household and are both listed on registration paperwork OR if a natural parent is not listed on the child's original birth certificate.

- Copy of the most recent divorce decree and/or custodial/visitation paperwork issued by the court
- Copy of official Guardianship Paperwork or Foster Placement
- No Official Custody Agreement (both natural parents are not involved) – Affidavit of custodial parent voluntarily relinquishing the role of non-custodial parent, other parent receives copies of school correspondence but has no input on day-to-day.

Special Education Services:

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