



School:

ID#:

REGISTRATION CHECKLIST

PLEASE BRING ORIGINAL DOCUMENTS **ONLY** (NO PHOTOCOPIES)

1. REQUIRED DOCUMENTS AND FORMS

- Registration Form - Only a parent or legal guardian can register a student
- Student Proof of Age: Birth Certificate or Passport
- Parent/Legal Guardian's Photo Identification (Valid driver's license/I.D. card, Passport, Military I.D., Other Government Issued photo I.D.)
- Free and Reduced Lunch Form
- Home Language Questionnaire
- Residency Questionnaire - Mc Kinney Vento Act Form
- Photograph and Video Consent to Release Form
- Transportation Request Form
- Guardianship Affidavit DSS 2999 Form (If Applicable)
- Student Services Survey

2. PROOF OF RESIDENCY

- Owners: Current water bill or Tax Bill **AND** Mortgage Statement or Maintenance Bill
- Renters: Current lease **AND** two utility bills showing your name and the address listed on the lease
- If you are living with relatives/friends or rent a room and do not hold a lease. A notarized Residency Affidavit (attached) with the landlord's proof of ownership (water/tax bill or mortgage statement) **AND** two utility bills showing your name is needed.

Additional residency documents: An insurance bill, bank statement, a current paystub, W2, canceled check or rent receipt.

3. STUDENT RECORDS

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Release of Student Records Form <input type="checkbox"/> Student School Records (Latest report card, IEP or 504) <input type="checkbox"/> Parent Health Assessment Form <input type="checkbox"/> Child Emergency Record Information Form, Child Medical Insurance | <p>Health Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current physical examination <input type="checkbox"/> Immunization record <input type="checkbox"/> Dental Health Certificate <p><i>Any medical conditions or allergies, please inform the school nurse</i></p> |
|---|---|

NON-PUBLIC SCHOOL TRANSPORTATION CHECKLIST

- Registration Form
- Transportation Form
- Parent/Legal Guardian Photo ID
- Student proof of age (Birth Certificate, Baptismal Certificate, Passport, Student ID)
- Proof of Residency (See section 2)

STUDENT SERVICES CHECKLIST

Committee on Preschool Special Education (CPSE) requires section 1 through 3 and:

- Evaluation recommendation Health-Related Support Form (completed by the pediatrician)
- Medicaid Consent

District of Location (DOL - District in which private school is located) or District of Residence (DOR - District in which student maintains a permanent residence) the following additional documents are required:

- Current enrollment record on school letterhead
- Report card
- Progress Report(s)
- State Exams
- Individualized Education Program (IEP)



Greenburgh Central School District
Our Children. Our Focus. Our Future.



STUDENT ID:
REGISTRATION DATE:
 New Student Re-Entry

REGISTRATION FORM

1. STUDENT INFORMATION

Registering for: <input type="checkbox"/> The Early Childhood Program (Pre-K) <input type="checkbox"/> Lee F. Jackson Elementary School (K-1) <input type="checkbox"/> Highview Elementary School (2-3) <input type="checkbox"/> Richard J. Bailey Elementary School (4-6) <input type="checkbox"/> Woodlands Middle/High School (7-12) <input type="checkbox"/> Transportation Services for Non-Public Schools <input type="checkbox"/> Committee on Preschool Special Education (CPSE) <input type="checkbox"/> District of Location (DOL) <input type="checkbox"/> District of Residence (DOR)	Date of Birth / /	Country of Birth
	If other than the United States, Date of Entry:	
	Primary Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	
	Native Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	
Do you consider your child to be of Hispanic/Latino/Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
In addition, please select one or more of the following racial categories to describe your child: <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander		
Student Full Legal Name (Exactly as it appears on birth certificate)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Grade:
Home Address	<input type="checkbox"/> Single Home <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Condominium <input type="checkbox"/> Co-op	
Previous School Attended		

2. PARENT/LEGAL GUARDIAN INFORMATION

1. Full Name (First, Last)		Living with: <input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: (Please Specify)		Mobile:
Email	Home Telephone	Work Telephone
2. Full Name (First, Last)		Living with: <input type="checkbox"/> Yes <input type="checkbox"/> No
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: (Please Specify)		Mobile:
Email	Home Telephone	Work Telephone

3. SIBLINGS LIVING AT HOME (CENSUS)

FULL NAME	RELATIONSHIP	DATE OF BIRTH	SCHOOL ATTENDING	GRADE

I understand that I am being asked to provide information that will allow the Greenburgh Central School District to verify that my child is legally entitled to an education in the District and understand that the District is educating only those children who have a right to that education by living within the district.
 The law assumes that a child resides with their parent or legal guardian. If the claim is made that a child's residence is with someone other than the child's parent or legal guardian, it will be necessary to obtain additional information to establish that child's residency in our district. Falsification of information will be grounds for invalidating the student's enrollment, and possible legal action to collect tuition charges.

Parent/Legal Guardian Signature _____ Date _____



TRANSPORTATION FORM

1. ARE YOU REQUESTING TRANSPORTATION?

Yes - If yes, please complete form No – If no, please initial _____ **Mileage Requirements: .5 to 15 miles**

2. STUDENT INFORMATION

Full Name (First, Middle, Last)

Home Address

Student will be attending: The Early Childhood Program Lee F. Jackson Highview Richard J. Bailey Woodlands Middle/High School

3. PARENT/LEGAL GUARDIAN INFORMATION

Full Name (First, Middle, Last)

Email

Home Telephone

Work Telephone

Mobile

4. PRE-K TO 4TH GRADE ONLY - Individuals Permitted to Receive Student

Greenburgh Central School District policy requires, Pre-K through fourth-grade students to be met by a parent/legal guardian at the bus stop. Please use this form to indicate who is authorized to receive your child at the bus stop, other than you. Our policy also states that a parent or guardian may opt out of this procedure by notifying the school and the Transportation Department in writing at the beginning of the school year or with 30 days advance written notice. This form must be filled out and returned to the Transportation Department before the first day of school. Please list all adults who will be permitted to take your child off the bus. Students will not be released to anyone not listed on this form. (Identification is required) If there is no one from this list present at the time of drop off, students will remain on the bus and returned to the appropriate school after the remainder of the bus route is completed. Please Note: It may take up to two days to have routing completed. Also, if needing Daycare Transportation, you must fill out the daycare form at the Transportation Office.

FULL NAME	RELATIONSHIP	TELEPHONE

PARENT/LEGAL GUARDIAN SIGNATURE

DATE



TRANSPORTATION FOR NON-PUBLIC SCHOOLS

1. INFORMATION

The parent or person in parental relation of a parochial or private school child residing in the District who desires his or her child to be transported to a parochial, private, or charter school outside of the District during the next school year, must submit this form no later than April 1 of the preceding year, or within 30 days of moving into the District. The District will publish the April 1 date in its school calendar and/or local newspaper as a reminder to parents of this deadline. Late requests will not be denied where a reasonable explanation is provided for the delay. Such transportation shall be provided for a distance of no more than fifteen (15) miles.

TRANSPORTATION TO NONPUBLIC SCHOOLS ON HOLIDAYS
The District will share its calendar and start and dismissal times with nonpublic schools before the start of the school year. The District is not required to provide transportation to nonpublic schools on days on which the District's schools are not in session.

TRANSPORTATION FOR NONPUBLIC SCHOOL STUDENTS WITH DISABILITIES WHO ARE PARENTALLY PLACED
For students with disabilities, ages 5 through 21, who are parentally placed in nonpublic schools outside their district of residency, if special education services are to be provided to a student at a site other than the nonpublic school, the school district of location is responsible for providing the special education services, including, as applicable, arranging and providing transportation necessary for the student to receive special education services. Transportation of students with disabilities in the District who are parentally placed may not exceed 50 miles one way from the student's home to the appropriate special service or program.
If you have any questions, please contact the Transportation office at 914.761.6000 Ext. 3140 or the Registrar's office at 914.761.6000 Ext. 3120.

2. PLEASE COMPLETE ONE FOR EACH CHILD

Student's Full Name				<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Student's Home Address				
Date of Birth	Ethnicity	Grade Entering	Home Telephone	
Parent/Legal Guardian				
Parent/Legal Guardian Email				
Name of Emergency Contact		Emergency Contact Telephone Number		

3. SCHOOL INFORMATION

School Name and Address		
School Hours	Telephone	Email/Fax
Parent/Legal Guardian Signature		Date