Student Registration Instructions

STUDENT REGISTRATION INSTRUCTIONS

The following documentation must be provided in order to register your child with the school district. All registration packet forms must be completed and approved before the registration is final and attendance begins. Registration forms and documents may be submitted via one of the following methods:

- Scan and email the documents to: registration@pinebushschools.org
- Contact the Central Registrar at (845) 744-2031 extension 4058 to make an appointment to return the documents in person

1) **Proof of Residency**: All new students entering the Pine Bush Central School District must provide **two forms** of proof of residency, one primary and one secondary.

Primary Proof of Residency (provide one of the following):

- tax bill;
- signed lease or rent receipt with landlord's name, address, telephone number, section, lot and block number;
- notarized letter from landlord supported by rent receipt with landlord's name; or
- mortgage statement/deed showing purchase of home, name, address, section, lot and block number.

Secondary Proof of Residency (provide one of the following):

- most recent utility bills (phone, gas, electric, cable) or deposit receipt for gas, electric, phone service start-up;
- water bill;
- cell phone bill;
- DSS verification;
- income tax return;
- voter registration card;
- copy of state driver's license or state picture ID card showing current district address (no temporaries). If address has been changed, this will not be accepted;
- auto insurance card;
- motor vehicle registration card;
- health care benefits statement;
- official Postal Address Change Form;
- major moving company receipt or receipt from a local business showing delivery of furniture or a newly purchased major appliance;
- currently active bank account checkbook with name and address imprinted (bank may be contacted to verify existing bank account).

Falsification of any information or documents required for this verification will result in revocation of registration for the student, and the parents/guardians and/or student can be subject to legal action for recovery of tuition.

2) Birth Certificate: Proof of your child's age is required at the time of registration. An original birth certificate or a certified copy with a raised seal should be provided. If you do not have an original birth certificate, we can accept a valid passport or your child's original baptismal certificate with a raised seal. If none of these are available, other documents may be considered to verify your child's date of birth.

3) Health Records/Immunizations: An Immunization Record must be provided at registration. This must be signed or stamped by a licensed health care provider.

4) School Records: A transcript is required of all high school students and a report card is recommended for all other grade levels. Please include most current Individualized Education Program (IEP) if applicable.

5) Special Circumstances:
Foster Children: An LDSS-2999 form and a signed custody order are required at the time of the registration.
Guardianship: If you have legal guardianship, documents signed by a court officer are required.

*If there are any other special circumstances such as name change, custody agreement, etc., please provide those documents along with the required registration forms and documents.

(New York State Law, Section 3202, states, "A child must reside with one or both of his/her parents unless they are deceased, imprisoned or committed to an institution, have deserted or abandoned the child, or reside outside New York State." In such cases, only legally appointed guardians or foster parents may assume custody and responsibility for the care of the child.)

Thank you in advance for providing the documentation required for registration.