



STUDENT REGISTRATION FORMS AND INSTRUCTIONS

1. PLEASE COMPLETE ALL FORMS IN THE REGISTRATION PACKET
 2. BE SURE TO SIGN WHEREVER "PARENT/GUARDIAN SIGNATURE" IS REQUIRED
 3. DO NOT LEAVE OUT **ANY** INFORMATION.
 4. PARENT/GUARDIAN MUST BRING IDENTIFICATION AT TIME OF REGISTRATION (**Driver's License, State I.D, or Passport etc.**)
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A. **PROOF OF RESIDENCY:** Please refer to the **Proof of Residency Requirements Chart.**

PLEASE NOTE: If you cannot provide proof of residency, your registration will not be delayed. However, documentation establishing district residency must be provided to the Student Registration Office within three (3) business days of starting your registration process.

B. **PROOF OF AGE:** (ONE OF THE FOLLOWING DOCUMENTS IN ORDER OF PREFERENCE)

1. **ORIGINAL BIRTH CERTIFICATE** (including a certified transcript of foreign birth)
2. **ORIGINAL BAPTISMAL CERTIFICATE** (including a certified transcript of baptism)
3. **PASSPORT** (including foreign passport) If last names are different, must bring another form of ID proving you are the parent.

If you cannot provide proof of age, your registration will not be delayed. However, documentation establishing the student's age must be provided to the Student Registration office within three (3) business days of starting your registration process.

If none of the requested documents are available, contact the Student Registration Office for additional forms of acceptable documentation. If the documents provided are from a foreign country, the District may request verification from the appropriate foreign government or agency, but the District will not demand that you translate any documents.

C. **IF PARENTS ARE DIVORCED OR SEPARATED:** (ONE OF THE FOLLOWING DOCUMENTS)

1. Copy of Court Order
2. Copy of Divorce Papers
3. Court approved Guardianship Paper

In addition to the above, a ***person other than a natural parent***, but in parental relation, must present **one** (1) of the following:

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as **foster parent** (must provide document DSS2999 completed by placement agency).
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student
- Documents issued by Federal, State or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement) In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent where deemed appropriate, unless they have been deemed as unaccompanied youth according to the stipulations under the McKinney-Vento Act.



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D. **PROOF OF IMMUNIZATION**: For school-aged children and those requesting Special Ed evaluations only.
(ONE OF THE FOLLOWING DOCUMENTS)

1. An immunization certificate signed by your healthcare provider
2. Immunization Registry report (NYSIIS or CIR from NYC) from your healthcare provider or your county health department
3. A blood test (titer) lab report that proves your child is immune to the diseases

New York State Public Health Law section 2164 requires certain immunizations (shots) to attend school. Please check with your health care provider as soon as possible to make sure that your child has all the needed immunizations.

Please bring proof of immunization with you at the time of registration. If you do not have a record of immunizations, you must provide proof within fourteen (14) days of registration.

Appeals from a Registration/Enrollment Decision

If the Board of Education or its designee makes a decision to reject your application for registration or terminate your enrollment in the Farmingdale Union Free School District, you have the right to appeal that decision. You have thirty (30) days from the date of the decision to file an appeal to the Commissioner of Education, pursuant to Education Law Section 310. For more detailed information please refer to the New York State Education Department website at <http://www.counsel.nysed.gov/appeals/general>.