

Berne-Knox Westerlo Central School District

Checklist of Materials and Documents to Bring to Registration

□ Proof of Age:

- Certified birth certificate; or
- Record of baptism (including a certified transcript of a foreign birth certificate or record of baptism)

If these documents are not available:

- Passport (including a foreign passport)

If a passport is not available, other evidence may include, but not be limited to, the following:

- (1) Official driver's license;
- (2) State or other government-issued identification;
- (3) School photo identification with date of birth;
- (4) Consulate identification card;
- (5) Hospital or health records;
- (6) Military dependent identification card;
- (7) Documents issued by federal, State or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement);
- (8) Court orders or other court-issued documents;
- (9) Native American tribal document; or
- (10) Records from non-profit international aid agencies and voluntary agencies.

□ Proof of Residency:

Owners may provide:

A mortgage or closing statement, or a deed or tax bill to prove ownership and any of the following:

- (1) Pay Stub
- (2) Income tax form
- (3) Utility or other bills
- (4) Membership documents (e.g. library cards) based on residency
- (5) Voter registration documents
- (6) Official driver's license, learner's permit or non-driver identification
- (7) State or other government issued identification
- (8) Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- (9) Other original documents evidencing residency

Tenants may provide:

A Non-Owner/Renter's Statement (including requested attachments) and/or a notarized rent receipt and/or notarized lease and/or Owner/Landlord Statement Form , and any combination of the following:

- (1) Pay stub
- (2) Income tax form
- (3) Utility or other bills
- (4) Membership documents (e.g. library cards) based on residency
- (5) Official driver's license, learner's permit or non-driver identification
- (6) Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- (7) State or other government issued identification

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

- (1) Court issued legal guardianship papers
- (2) Court order granting custody
- (3) Court appointment as foster parent
- (4) Custodian Affidavit provided by the person in parental relationship assuming legal responsibility for the student. (In addition, please also submit a Parent Affidavit signed by the child's parent or legal guardian).
- (5) Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- (6) Other original documents evidencing parental relation

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.

Health Records (Proof of immunization)

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.

Proof of immunization must be **either**:

- **a physician's record; or**
- **The included Immunizations form completed by your physician**

For varicella (chickenpox), a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

If you do not have a record of immunization, you must provide proof within fourteen days of registration, unless the student is transferring from out-of-state or from another country and can show a good faith effort to obtain the necessary certification or other evidence of immunization. In such cases, the time to submit evidence of immunization may be extended to not more than thirty days from the date of registration. The failure to provide a record of immunization shall not delay initial registration and/or initial enrollment.

□ **School Records (if your child has already attended school)**

- a. Official transcripts or other school records of previous school(s) attended
- b. Most recent report card
- c. Most recent Individualized Education Plan (IEP) if your child has been receiving Special Education Services

(PLEASE NOTE: If you do not have any of these records, your registration/enrollment will not be delayed.)

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