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## **STEP 1: Begin Assembling Documentation**

To make the registration process go as quickly and smoothly as possible, parents or guardians should begin assembling certain types of documents pertaining to their child. Some of these documents are absolutely necessary under New York state law. Other documents are very helpful for equipping the District to be able to place new students into the best possible learning environment as quickly as possible after they begin classes.

### **Immunization Records**

It is extremely important for parents or guardians to bring their child's immunizations records to the Registration Appointment. Under New York state law, all children attending public school must show proof that they have received required immunizations. Immunization records may be obtained from a child's doctor or pediatrician. New students may be excluded from attending classes if parents or guardians are unable to provide complete immunization records during the Registration Appointment.

### **Other Mandatory Documents**

As a required part of the registration process, parents or guardians are also required to present the following two items during the Registration Appointment:

- Parent/Guardian Photo Identification. For example, a driver's license or other government-issued photo identification.
- Custody Papers. If a child is the subject of any legal custody agreements imposed by a family court, parents or guardians should be able to present copies of those documents during the Registration Appointment.

### **Records from the Child's Former School**

It is very helpful to the Johnson City CSD if parents or guardians can provide key information about a child's former class placements and academic performance. Parents are strongly encouraged to provide the following information during the Registration Appointment:

- School records/transcript showing the classes a child has taken at his/her former school
- A copy of a child's final/most recent report card with withdrawal grades
- Copy of a child's most recent IEP or Section 504 Plan (if applicable)

Each of those documents may be obtained from a child's former school.

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### **Documents Showing Proof of Age and Residency**

Under New York state law, students who attend classes in the Johnson City CSD must be between the ages of 5 and 21 years old, and must reside with a parent or guardian living within the geographic area that the District serves.

The District strongly encourages parents or guardians to assemble official documents capable of verifying a child's age and residency. Verification of age ensures that the District places a child into the correct grade level. Verification of residency ensures that a child is actually entitled to enrollment in the Johnson City Central School District, and will not be forced to switch to a different school district in the future.

#### **Documentary Proof of Residency:**

To help complete the registration process as quickly as possible, parents are strongly encouraged to collect at least two examples of these types of documents as possible and bring them to a child's Registration Appointment:

- Copy of residential lease or home ownership documents such as a deed or mortgage statement
- Pay stubs from parents or guardians showing their address
- Income tax forms showing parents' or guardians' address
- Utility bills or other bills showing the parents' or guardians' address
- Membership documents, such as library cards or other documents issued based on residency
- Voter registration documents for parents or guardians
- Official driver's license, learning permit, or other official government-issued identification, for students or parents/guardians containing address information
- Documents containing address information issued to the parents or guardians by federal, state, or local governmental agencies
- Custody papers, such as judicial custody orders or guardianship papers

Please note that if none of those types of documents are currently available to show proof of residency, a child may still be enrolled in the District and begin to attend classes. However, within three days of the time the child begins attending classes, parents or guardians must present the District with sufficient proof of residency, using the types of documents listed above. If

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sufficient documentary proof of residency is not provided within three days of the time the child begins attending classes, the District may determine that the child is not entitled to be a student at the Johnson City CSD and send the parent or guardian a notice that the child will be excluded from all classes.

Documentary Proof of Age:

To help complete the registration process as quickly as possible, parents or guardians are also strongly encouraged to come to the Registration Appointment with proof of a child's age.

If a registered birth certificate or baptism certificate is available, one of those two documents is all that is necessary to show proof of age. However, if neither of those two documents is available, the child's passport will also be accepted as proof of age.

If neither a birth certificate, baptism certificate nor passport is available, parents or guardians should bring copies of the following types of documents with to the Registration Appointment if they show the child's birth date:

- State or other government-issued identification for the child
- Photographic identification card issued by another school showing the child's birth date
- Consulate identification card for the child
- Hospital or health records for the child
- Military dependent identification card for the child
- Documents issued by a federal, state, or local governmental agency concerning the child
- Court orders or other court-issued documents concerning the child
- Native American tribal documents for the child
- Records from non-profit international aid agencies concerning the child
- Child's official driver's license

Additionally, please note that New York state law requires any documents listed above to be more than two years old to be valid as proof of age.

Please note that if none of those types of documents are currently available to show proof of age, a child may still be enrolled in the District and begin to attend classes. However, if the District suspects that the child's age may not be between 5-21, parents or guardians should be prepared to show documentary proof of age within three days of the time the child begins

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attending classes, using the types of documents listed above. If sufficient documentary proof of age is not provided within three days of the time the child begins attending classes, the District may determine that the child is not entitled to be a student at the Johnson City CSD and send the parent or guardian a notice that the child will be excluded from all classes.

## **STEP 2: Review and Fill Out Registration Materials**

Before a child may be enrolled for classes in the Johnson City CSD, there are several forms a parent or guardian must fill out. All those forms are available for download on the website. Alternatively, paper copies of all required forms can be obtained from the Johnson City CSD's Student Services Office or Building Welcome Centers.

Ideally, parents or guardians should review these forms and fill them out in advance of the Registration Appointment. If parents or guardians have any questions about the forms, they are encouraged to call the Student Services Office at 607-763-1224 and we will be happy to provide advice and guidance.

The forms that each parent or guardian must submit during the Registration Appointment are:

- Johnson City School District School Year 2015-2016 Registration Form (2 pages)
- Johnson City Central School District Student Racial and Ethnic Identification (1 page)
- Johnson City Central School District – Residency Questionnaire (1 page)
- Home Language Questionnaire (1 page)
- Johnson City Central School District New Student Health History (1 page)
- (Optional) Film/Photo/Quotation Opt-Out Form (1 page)
- (Optional) Student Computer Network and Internet Access Opt-Out Form (1 page)
- (Optional) Application for Free and Reduced Price School Meals (2 pages)
- Authorization for Release of Records (to prior school, if applicable) (2 pages)

Please bring those completed forms to the Registration Appointment, along with the other types of documentation described in STEP 1 above.

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### **STEP 3: Make a Registration Appointment**

For transfer registrations, the final step of the registration process is the Registration Appointment. During the Registration Appointment, parents or guardians present all the forms and documents described above to the District and receive further information about the details of their child's enrollment.

To make your appointment, please contact the Johnson City CSD Student Services Office at (607) 763-1224. Registration Appointments may be scheduled anytime between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday during normal school days or business days during the summer. Other times may be available upon request. The location for Registration Appointments is:

Student Services Office  
Johnson City High School, Room 165  
666 Reynolds Road  
Johnson City, New York 13790

For all transfer registrations, a child will generally be eligible to begin attending school on the very next school day following the Registration Appointment, unless special circumstances exist.

As stated above, this portion of the web page only applies to transfer registrations for students who have already been enrolled in school elsewhere. For information regarding the process for enrolling a child in Kindergarten for the first time, please contact the Primary School at 763-1243 or visit in person at

Johnson City Primary School  
601 Columbia Drive  
Johnson City, New York 13790