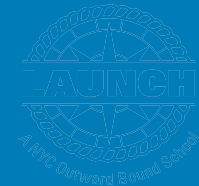Congratulations on your child's acceptance to Launch!

Submitting Registration Documents

Launch Required Registration Documents

Child's Birth Certificate (or proof of guardianship)
- Does your child's birth certificate have his/her name on it, and your name on it?
- Does your child's birth certificate have the same birthday listed on the application?

Parent/Guardian Proof of Residence
- Apartment lease
- Official NYS Driver's License or Learner's Permit, [which has not expired]
- Two current billing statements [dated within the past 60 days]:
  - Gas utility bill
  - Electricity utility bill
    - Receipt of rent payment
    - Pay stub from employer
    - Bank statement

Is the parent/guardian name on the proof of residence identical to the name on the the application?

Documents Required by September 1st
- Medical Paperwork:
  - Immunization Records [***most important. Your child will not be able to attend school without up to date immunizations***]
  - Physical Exam [current]
  - Medical Administration Form (Asthma, Allergies, Diabetes medications, etc.)
- Student's most recent report card (if available)

LAUNCH

A NYC Outward Bound School

Child's Name: Does it match the name on the application?

Parent's Name: Does it match the name on the application?

DOB: Does it match the application?

Sample Lease I

Parent or Guardian:
The name & address on apartment lease must match the application. Lease must be current.

Sample Lease II

Parent or Guardian:
The name & address on apartment lease must match the application. Lease must be current.

PART II: SAMPLE RESIDENTIAL LEASE AGREEMENT

THIS AGREEMENT is executed between the _____ Housing Authority (herein called "PHA"), and _____ (herein called the "Tenant"), and becomes effective as of this date: _____ _____[966.4 (a)]

(1) Unit: That the PHA, relying upon the representations of Tenant as to Tenant's income, household composition and housing need, leases to Tenant, (upon Terms and Conditions set forth in Part I of this Lease agreement) the dwelling unit LOCATED at _____ (and hereinafter called the "premises") to be occupied exclusively as a private residence by Tenant and household. The Tenant UNIT NUMBER is:_____. [966.4 (a)]

(2) Household Composition: The Tenant's household is composed of the individuals listed below. (Other than the Head or Spouse each household member should be listed by age, oldest to youngest. [966.4 (a)(2)] All members of the household over age 18 shall execute the lease.

Name	Relationship	Age & Birthdate	Social Security #
1.	Head	___ / /	___-__-____
2		___ / /	___-__-____
3		___ / /	___-__-____
4		___ / /	___-__-____

EDL

Parent or Guardian Name:
Does this name match the name on the application?

Address:
Does this address match address on application?

Non-expired ID:
The ID must be current

Parent or Guardian:
Is this the name & address that appears on the application?

Parent or Guardian:
Is this the name & address that appears on the application?

How to take pictures of documents using a camera phone

Camera Phone Tips:

- Turn off your flash. Flashes tend to reflect harshly off of white surfaces like paper. The result is a washed-out image.
- Turn on HDR (High Dynamic Range imaging). Most camera phones have this feature. Instead of just taking one photo, HDR uses three or more photos taken at different exposures. Choose the best photo.
- Find the best lighting. Since you can't use a flash, the document needs to have ample natural light. Position the document near a window or directly under a lamp.

Camera Phone Tips:

- Smooth out any lines or creases on the document.
- Try to fill the camera frame with as much of the document as possible.
- For note-size pieces of paper *(less than 8/12" x 11")* and driver license, you may want to rotate your camera 90 degrees so that the document fills even more of the screen.
- Hold the camera phone with both hands to keep it steady. Slight movements can produce a blurry image, especially in low-light situations.

Complete Registration Online

The quickest and easiest way to complete registration is via the SchoolMint App (available on Google Play & App Store), or log in to your [SchoolMint](#) account. Documents are easily uploaded and enrollment forms easily completed.

We are here to support

Should you have any questions or need assistance with the enrollment process, please contact the Enrollment Team @ 718-604-6910, press 3. Check our [website](#) for dates and times of Enrollment Q&A Zoom Video Calls.

Welcome to the Launch Family! We are crew!