

# Onteora Central School District

PO Box 300  
4166 Route 28  
Boiceville, NY 12412  
Tel. (845) 657-6383 Fax (845) 657-8742

Dear Parents/Guardians,

Welcome! In order to be enrolled in the Onteora Central School District, you must reside within the boundaries of the District. Proof of residency is ***required*** to complete enrollment and must be presented within three days of initial registration. At least two documents should be submitted.

All documents must be current and must contain parent's/guardian's name. The physical address of the residence must appear on the documents. The District will not accept a P.O. Box as a physical address.

The following is a non-exhaustive list of documents that will be accepted to establish residency:

- Recent School Tax Bill
- Settlement Statement from Closing
- Bank Statement
- Cancelled Check
- Change of Address Verification from the United States Postal Service
- Pay Stub
- Credit Card Statement on Company Letterhead
- Homeowners/ Renters Insurance Policy or Proof of Claim
- Federal or NYS Income Tax, W-2 or Earnings Statement
- Jury Duty Notice
- Military Orders that are still in effect
- Moving Company Receipt
- NYS Certificate of Title
- NYS Professional License
- Deed or Proof of Current Mortgage
- Residential Lease
- Retirement Statement
- Selective Service Card
- Social Security Statement
- SSI Award Statement
- Unemployment Benefit Statement
- Utility Bill
- Voter Registration Notification Card
- Welfare Benefit Statement
- Notarized or signed statement from a third party landlord, owner or tenant with whom you are sharing property
- Notarized Affidavit of Property Owner/Landlord in Support of Residency (form attached)
- Notarized or signed statement from a third party establishing your physical presence in the District
- Official driver's license, learner's permit or non-driver identification
- Government issued identification
- Documents issued by federal, state or local agencies (e.g. Office of Refugee Resettlement)
- Membership documents based on residency (e.g. library card)

The District will evaluate all submitted documentation to determine residency.

**Please note:** Proof of Residency is ***required*** for all students entering Kindergarten (or any other grade) whether or not older siblings are currently attending the Onteora Central School District. Although your child can participate in the Kindergarten screening, your child will not be considered enrolled until proof of residency is provided for their file.