

# Grades 1-12

## Registration Instructions



Please be advised that in order for your child/children to attend the Mamaroneck School District, you must be a resident of the School District. If the School District determines at any time that you are not a resident of the School District, your child/children will be excluded from the School District. Further, you will be liable to the School District for payment of tuition from their date of enrollment through their date of exclusion, as well as the costs of collection.

Section 210.45 of the Penal Law of the State of New York prohibits the making of a false written statement. Therefore, your statements contained in your registration application must be true and accurate.

The documents listed below must be submitted at the time of registration or within three (3) days of enrollment in order for the District to make a timely determination as to the student's entitlement to attend District schools.

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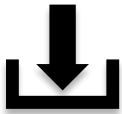
### 1- COMPLETE ONLINE APPLICATION:

A- Existing Parent Portal account:  
[log in](#) and select "Register New Student"

B- New family in the school district:  
[click here](#)

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### 2- DOWNLOAD AND COMPLETE:



- A- [ADDITIONAL PACKET](#)  
B- [COMPLETE HEALTH PACKET](#)

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### 3- PLEASE REMEMBER TO BRING THE FOLLOWING DOCUMENTS TO OUR OFFICE:



- A- **PROOF OF PARENTAL RELATIONSHIP** (Example: Original Birth Certificate, see page 2 for additional information)  
B- **DOCUMENTATION OF AGE** (Example: Original Birth Certificate, see page 2 for additional information)  
C- **REPORT CARD** (most recent, see page 2 for additional information)  
D- **PROOF OF RESIDENCY IS REQUIRED**

**According to NY State Law, In order to register your child/children in the School District, you must be physically domiciled at your address within the School District's geographic boundaries.**

Proof of Residency is required – You should provide at least **one item from Section A and two items from Section B**; if you cannot provide an item from Section A, you will need to provide four items from Section B.

#### SECTION A:

- Original of a residential lease or proof of ownership of a house or condominium, such as a mortgage statement.
- [A statement by a third-party landlord, owner or tenant](#) from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district.
- [Such other statement by a third-party](#) establishing parent(s) or person(s) in parental relation physical presence in the School District.

#### SECTION B:

- Pay stub
- Income tax form(s)
- Utility bill or other bills (e.g., power company, cable, National Grid, etc.).
- Membership documents that are based upon residency.
- Voter registration document(s).
- Official driver's license, learner's permit or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)
- Evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers.
- Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District.



**YOU ARE ALMOST DONE.** If you have completed the steps listed above, please (parent/guardian) bring the documentation to our office, in order to complete the registration.

We are located at Mamaroneck High School, Family Information Center, Room N-106,  
1000 West Boston Post Road, Mamaroneck, NY 10543.

Office Hours (September to June): school days 8:30 to 4:00. For summer hours, please call the office.

**For any questions, please contact 914-220-3151 or at [balcantarafernandez@mamkschools.org](mailto:balcantarafernandez@mamkschools.org)**

## ADDITIONAL INFORMATION

### PARENTAL RELATIONSHIP:

The School District requires a parent/guardian to provide proper proof of parental relationship. For example, if a student resides with one parent or shares residence between two (2) parents, the School District may require the parent(s) to submit an affidavit attesting to the living arrangement. Additionally, if a student resides with someone other than his/her parent, the School District may require that the parent and/or the person in parental relation submit an affidavit setting forth the circumstances under which the student resides with someone other than his/her parent. The School District may also accept other proof establishing parental relationship, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency. If you are unable to provide any proof of parental relationship, please speak with the Registrar concerning your unique circumstances.

### DOCUMENTATION OF AGE:

In order to determine, for instance, the programming needs of your child/children, you will need to provide proof of age by providing one of the following:

- An original or certified transcript of a birth certificate or record of baptism (including an original or certified transcript of a foreign birth certificate or record of baptism) giving the date of birth; or
- passport (including foreign passport) giving the date of birth

Where the above are not available, the School District may consider certain other documents/records in existence two years or more to determine age. One or more of these documents may be necessary. The documents include but are not limited to the following:

- official driver's license
- state or other government issued identification
- school photo identification with date of birth
- consulate identification card
- hospital or health records
- military dependent identification card
- documents issued by federal, state or local agencies (for instance, local social services agency, Federal Office of Refugee Resettlement)
- court orders or other court-issued documents
- Native American tribal document
- records from non-profit international aid agencies and voluntary agencies

**Note: The School District may need to verify these documents/records.**

### PREVIOUS SCHOOL INFORMATION:

Please provide the most recent report card from the school in which the student is currently enrolled. Note: For high school students, please provide a transcript with all grade levels attended as well as a schedule of current courses the student has taken within the current year. If applicable, please provide copy of IEP, 504 Accommodation Plan, or other applicable documents. A release for education records from the former school (if any) will need to be completed.

## MAMARONECK SCHOOL DISTRICT

### Family Information Center

Mamaroneck High School, Suite N106

1000 W. Boston Post Road

(914) 220-3151

[www.mamkschools.org/dashboard/parent/registration](http://www.mamkschools.org/dashboard/parent/registration)

