



Public Notice and Announcement

Update of District Enrollment and Registration Procedures

In cooperation with the New York State Attorney General's office, and pursuant to newly enacted Rules and Regulations of the Commissioner of Education at §100.2(y), the District has updated and streamlined its enrollment and registration materials. Some of these changes are subtle while others are more pronounced. In total, the changes and updates ensure the District more openly and consistently complies with its obligations to provide free and appropriate education for children residing in the District. The newly updated registration and enrollment materials explicitly provide for the following:

- The District and its personnel are prohibited from inquiring into the immigration status at the time of or as a condition of enrollment for any reason, or from asking questions or requiring materials which might tend to reveal or serve as pretext for a child or parent/guardian's immigration status;
- The District's enrollment and registration materials now make it clear that consistent with the requirements of Education Law §3218 and §100.2(y) of the Commissioner's Regulations, the District must accept multiple forms of **proof of age** at the time of enrollment, which are explicitly listed in the District's registration materials;
- Similarly, and consistent with the requirements of §100.2(y) of the Commissioner's Regulations, the District must accept multiple forms of **proof of residency** at the time of enrollment, which are explicitly listed in the District's registration materials;
- Within three days of a parent/guardian's request for enrollment of child, the Board of Education through its designee in the District, the Superintendent of Schools, must make a final review of all documentation submitted by the child's parent/guardian or person(s) in parental relationship to the child and make a residency determination;
- Upon making a residency determination, the Superintendent or his designee shall, within two (2) business days, provide written notice of its determination to the parent/guardian, where such notice must state:
 1. The child is not entitled to attend the public schools in the district;
 2. The specific basis for the determination that the child is not a resident of the school district including but not limited to a description of the documentary or other evidence upon which such determination is based;
 3. The date as of which the child will be excluded from the schools of the district; and
 4. That the District's decision may be appealed to the Commissioner of Education in accordance with Education Law §310 within 30 days of the date of the determination.



PUBLIC NOTICE AND ANNOUNCEMENT CON'T

- For Appeals to the Commissioner of Education, instructions, forms and procedures (including translated versions of such instructions, forms and procedures) may be obtained from the Office of Counsel at www.counsel.nysed.gov, or by telephone at (518) 474-8927, or by mail addressed to:

Office of Counsel, New York State Education Department
State Education Building
Albany, New York 12234

- Any concerns or complains about the District's enrollment and registration can be submitted by email to civil.rights@ag.ny.gov, by telephone at (212) 416-8250, or by mail to:

Office of the Attorney General
120 Broadway, 23rd Floor
New York, New York 10271

Of course, should anyone have any questions or concerns, they are also free to contact the Superintendent of Schools.

Sincerely,

Patricia B. LaBarr
Superintendent of Schools