

SCHOOL ADMISSIONS REGULATION**(This policy replaces previously approved Board of Education Policy #5117)****Proof of Residency and Parental Control**

All parents or guardians registering students must be residents of the Brentwood School District. Parents or guardians must submit documentation and/or information as evidence of the physical presence of the parent or guardian in the Brentwood School District and intent to reside within the District.

1. Owners must provide:

Proof of ownership of a house or condominium, such as a deed or mortgage statement or tax bill, along with the District's *Affidavit of Residency* and any **two** of the following:

- Pay stub showing a home address
- Recent income tax form
- Suffolk County tax bill
- Recent telephone bill
- Recent LIPA bill
- Recent water bill
- Recent oil company bill
- Car Insurance or registration
- Driver's license/DMV ID Card
- Current checking, savings, or major credit card account statement
- Voter registration card/documents
- Child custody documentation, such as custody orders or guardianship papers
- DSS Declaration
- State or other governmental issued identification
- Membership documents based on residency
- Federal Office of Refugee Resettlement
- Other original bill showing residency

2. Tenants must provide:

A current signed residential lease agreement, the District's *Affidavit of Residency- Landlord* signed by a landlord, property owner, or tenant from whom the parent or guardian leases or shares property within the Brentwood School District, **OR** the District's *Third Party Affidavit Attesting to Physical Presence* (if the documents above are unavailable) and the District's *Affidavit of Residency* along with any two of the following:

- Suffolk County tax bill
- Recent telephone bill
- Recent LIPA bill
- Recent Water bill
- Recent oil company bill
- Car insurance or registration
- Driver's license/DMV ID Card
- Current checking, savings, or major credit card account statement

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- Voter registration card/documents
 - DSS Declaration
 - State or other governmental issued identification
 - Membership documents based on residency
 - Federal Office of Refugee Resettlement
 - Other original bill showing residency
 - Pay stub showing home address
 - Recent income tax form
 - Child custody documentation, such as custody orders or guardianship papers
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3. In addition to the above, a person other than a natural parent, assuming a parental relationship with the student, must complete the District's *Affidavit By Person in Custodial Relationship Seeking to Enroll A Child* to show that there has been a total and permanent transfer of custody and control over the student to the individual, unless **one** of the following documents is presented:
 - Court issued legal guardianship papers
 - Court order granting custody
 - Court appointment as foster parent
 4. In addition to the above, students claiming emancipation shall be required to complete and submit the *District's Student Affidavit of Emancipation* unless they have been deemed as unaccompanied youth under the McKinney-Vento Act.
 5. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy kept in the student's file.

New Student Registration

Parents/Guardians should bring photo identification, which make include:

- NYS Driver's license
 - Non-driver photo ID
 - NYS identification card
 - Military identification
 - Passport
 - Resident Card
 - Other official state or government issued identification deemed sufficient to establish identity
1. Documents to establish proof of age, which may include:
 - Original birth certificate
 - certificate of baptism (including a certified transcript of a foreign birth certificate or certificate of baptism) providing the date of birth.
 - Passport (including a foreign passport)
 - Where the birth certificate or certificate of baptism is not available a passport (including a foreign passport) may be used. If none of these documents are available, other documentary evidence in existence for two

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(2) years or more can be used to determine a child’s age (examples include, but are not limited to:

- Hospital or health records,
- official driver’s license, state or other government issued identification,
- School photo identification with date of birth
- Consulate identification card
- Military dependent identification card
- Documents issued by federal, state or local agencies (e.g., local social service 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
- Other documentary evidence which can be used to determine a child’s age

2. Student records:

- Most recent report card and assessment results
- Current IEP/504 Plan, if applicable
- Form DSS-2999, if applicable
- Certifications of immunizations
- Dental examination form
- Health Form- documentation of physical examination

3. Proof of residency – as indicated above

4. Proof of guardianship – as indicated above

5. Students in foster care – foster parents must be present at time of registration.

They must have a placement letter from the agency, on the agency’s letterhead, indicating the foster parent’s name, the date of birth and grade of each student to be registered. The agency must also include the health history and dates of mandatory immunizations of each student, and a DSS 2999 form with CIN/Medicaid number, ACS or SOO number for each student.

Approved by the Board of Education:	01/21/10
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