

Pupil Personnel Services- District Registration Office K-12 Arlene Lloréns-Sosa- District Registrar Scott Dorn- Assistant Superintendent for Pupil Services

Registration Information and Documentation Requests

To register a student at the Public Schools of the Tarrytowns, please read and follow the guidelines below. All registrations require an in person appointment to finalize*, it is not necessary for the student to be present. All forms in the packet must be returned even if not applicable. Please contact the district registrar at 914-332-6272 or email at: allorenssosa@tufsd.org for an appointment. Registration Office hours are Monday-Friday, 8:00am to 4:00pm (Summer Hours May Vary).*There are 2 dates scheduled for Kindergarten Mass Registration, typically in January/March for the following year's class. If you missed the dates for mass registration, an in-person appointment with the district registrar will be required beginning in April. If you are registering for the Kindergarten class of the current school year, an appointment with the district registrar is required. Visit the John Paulding TUFSD website for more information on dates or call the office at 914-631-5526. Please note: for mass registrations <u>ALL documents</u> including physicals/imm. are required.

Please note: PreK registrations are processed at John Paulding Elementary School contact 914-332-6232.

Proof of Residence:

Three (3) current proofs of residence documents must be provided to register (not older than 60 days). Please refer to the "Acceptable Proofs of Residence" form as a guide.* Additional notarized documents may be required.

Proof of Birth:

All students enrolling for the first time (or previous students reentering the district) must present one of the following(Must be the original, copies will not be accepted): birth certificate, passport or baptismal certificate.

Proof of Immunizations:

- PreK DTaP-4, Polio-3 MMR-1, HepB-3, Varicella-1, Hib- (1-4), PCV (1-4)
- K-5 DTaP (up to 5), Polio-(3-4), MMR-2, HepB-3, Varicella-2
- 6-11 DTaP-3, Tdap-1, Polio(3-4), MMR-2, HepB- 3, Varicella 2, MenACWY (meningococcal) 1
- 12 DTaP-Tdap-1, Polio-3, MMR-2, HepB-3, Varicella-1, MenACWY (1-2)

Health Documentation:

Certificate of a physical examination performed within the year prior to the first day of the current school year is required for all new students, PreK-12th grade. Documentation of a physical examination must be provided within 14 days of entering the Public Schools of the Tarrytowns. Once the 14-day grace period is over, students will not be permitted to participate in physical education or playground activities until a medical/physical form is received. <u>Mass registrations for</u> *Kindergarten, must present a current physical/immunization record at time of registering.*

Documentation of Previous Education Program/School:

School records, transcripts, and/or other reports of school experience must be included.

CSE/CPSE Evaluations:

Follows the same guidelines as a new student registration.



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Acceptable Proofs of Residence

Homeowners are requested to submit **one form from Category A** and two forms of proof from Category B:

Category A proof

a) Mortgage statement containing matching names and addresses within the last 60 days or,b) Deed

If in the process of purchasing a home a signed contract is NOT acceptable, however, closing documents are.

Non-Homeowners are requested to submit **one form from Category A** and two forms of proof from Category B:

Category A proof

a) Current residential lease signed by both tenant and landlord or,

b) If no lease- Landlord Affidavit Form: Completed and Notarized attached

with a copy of deed, property tax bill or water bill with name of Landlord or,

c) A **"Third Party Verification Form"** or a notarized statement by a third-party or completed from owner or tenant from whom the parent(s) or person in parental relation leases or with whom they share property within the district. **The owner or tenant of record must provide a lease, LL affidavit, mortgage, or deed with the completed Third Party Verification form.**

Category B Proof -<u>Must submit 2 proofs from the list</u> with current address listed not older than 2 months (60 days).

Category B proof (choose 2)

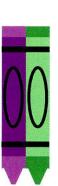
- Utility, or other bill (no older than 60 days) A cellphone bill is not accepted
- Homeowner's/Renter's insurance policy
- Auto Insurance Card/policy
- Vehicle registration
- Bank or credit card statement
- TANF or Public Benefits Statement from DSS
- Driver's license, learner permit or government issued ID
- Pay stub (no older than 60 days)
- Income tax forms
- Membership documents based upon residency
- Voter registration documents

200 N. Broadway, Sleepy Hollow, NY 10591 | T: 914-332-6272 | F: 914-332-6267 | E: allorenssosa@tufsd.org





Required Documents Checklist



Completed Registration Application- one for each student.

Proof of residence (One from category A that applies to your living arrangement and 2 from Category B, please refer to the 2nd page of the registration packet labeled " Acceptable Proofs of Residence").

_ Birth Certificate/Passport/Baptismal Certificate (one only).

____ Current Physical and Immunizations.

IF APPLICABLE

IEP/504 Plan



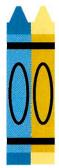
Records from Previous school

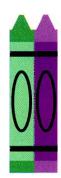
Private School Letter acknowledging enrollment



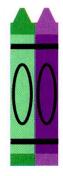














Student ID#: School: Grade: Enrollment Date:	/ /	20 Arlene Lloren	0 N BROA s-Sosa- Dist ISTRICT 14-332-627	REGISTRATION 72Email	LOW, NY Dorn- Asst. OFFICE L: allorenss		Registrar Initi Proof of Resid Deed Mortgage S Notarized I Original Lo STAC-202 Utility Bill Other Birthday V Free/Red. I	ency Statement Letter Stase erif:
		R	EGISTR	ATION APPLICA	TION	l	Medical Al	
Student Informat	ion – (Please l	Print)						
Student's Full Leg	gal Name:							
Nickname:		Grade:		Gender:	Da	te of Birth:		-
Resident Street Add	lress:					Apt./Bldg.:		
				State:				
					Zip: _			
City:			s	State:	Zip: _			Grade
City: Siblings: Name	D.O.B. D.O.B.	Grade	Name Name	D.O.B. D.O.B.	Zip: Grade	Name	D.O. B D.O.B.	Grade

To School Staff: This form will be filed in the student's permanent record as confidential information. To the Parent/Guardian: the information which you have provided on this form is confidential. It is protected by Confidentiality Regulations. The Family Educational Rights and Privacy Act (1974) prohibit unauthorized access to student records and unauthorized release of any student record information identifiable by student name.

Is the child Hispanic, Latino, or of Spanish origin?

(Hispanic, Latino or Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin-regardless of race.)

□Yes, Hispanic □ No, not Hispanic

Select one or more races from the following five racial groups. (Check all groups that apply to your child; check at least one box.)

🗆 American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America, and who maintains cultural identification through tribal affiliation or community recognition.	
🗆 Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.	
Black or African American	A person having origins in any of the Black racial groups of Africa.	
□ Native Hawaiian/Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
U White	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	

Previous School Information

Has the student previous	ously attended school	at the Public Schools	s of the Tarrytowns?	Yes 🗆 No 🗆
School:				Grade:School Year:
	bool outside the US.	Grade:	School Year:City: Last Grade Completed	State:
Has your child receiv	ed special education s	ervices and/or are th	ey eligible for services? Y	es 🗆 No 🗆
	÷.		or a 504 Accommodation	
Student Lives with: (P	lease circle one <mark>) Pleas</mark>	<u>e complete the fol</u>	llowing sections for par	<mark>ents residing in the household</mark>
Both Parents	Mother Only	Father Only□	Mother/Stepfather	Father/Stepmother
Foster Parents				
If in foster placement,	, foster origin:	Othe	er	
aware of who is respor be provided to the sche custody or decision ma	asible for the students. bol. Where the arrange king over the other pa	If there are applicable ment is less formal, n rent, unless there is a	either natural parent is pres	ustody papers, a copy should
Residential Address:				
Household Telephone:_		Cell phone:		
Work Telephone:		Occupation:		
Employer Name:		Employer Address	:	
Email (REQUIRED): _ important information a	nd/or school updates may	*** be shared electronically	*Note: At least one email addre y **	ss is required for the school database as
Name:		— Relationship to S	Student:	Legal Guardian Yes □ No □
Household Telephone:		Cell Telephone:		
Work Telephone:		Occupation:		
Employer Name:		Employer Address	:	
Email:				

Parent(s) not living with the Student (Required, if applicable)

Name:	Relationship to Student:	Legal Guardian Yes□ No□	Receive Mail Yes □ No□
Residential Address:			
Household Telephone:	Cell phone:		
Work Telephone:	Occupation:		
Employer Name:	Employer Address:		
Email:			
notify parents when home care or Please assist us in giving your chi	nool personnel are legally responsible for fir immediate medical care is indicated. Frequ Id proper care by supplying the information on – If child needs immediate medical ca	uently, parents cannot be r n requested below.	eached.
Doctor's Name:	Telephone:		
Additional Information:			
Dentist's Name:	Telephone:		
Additional Information:			
Non-Household Emergency Co reached, call	ontact Information – If child is ill or inju	red and parent/guardia	n cannot be
Name:	Relationship to Studen	t:	
Household Telephone:	Work Telephone:C	ell phone:	
Additional Information:			
Name:	Relationship to Student	t:	
Household Telephone:	Work Telephone:	Cell phone:	
Additional Information:			

After School Care (if applicable)

Person in charge of Student Care after school:	
Relationship:	
Address:	
Phone:	
Medical Alerts	
Medical Allergies:	
Medications:	
Chronic Health Issues/Medical Alerts:	
Other	
Free/ Reduced Lunch Yes or No	
**If you believe your child(ren) may be eligible for free or reduced	lunch, please contact Amada Reimundez at
(914) 366-5803 or email at: amolinareimundez@tufsd.org to deter	mine eligibility**

Parent Signature:_____Date:_____



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STUDENT RESIDENCY QUESTIONNAIRE

LEA: TUFSD

Name of School:

Name of Student: _____

Gender: Male _____ Female _____ Date of Birth:

Grade:

Address:

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act, Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- \Box In permanent housing
- \Box In a shelter
- \Box In a hotel/motel
- □ In a car, park, bus, train, or campsite
- \square With another family or another person because of loss of housing or because of economic hardship (sometimes referred to as "doubled-up")
- □ Other temporary living situation (Please describe):

Were you displaced because of a natural disaster? (Circle one) Yes No

Print name of Parent/Guardian (Date)

Signature of Parent or Guardian



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AUTHORIZATION OF RELEASE

of	

Name of parent/guardian

Student's name and date of birth

consent to, ____

I, ____

School, agency, or clinic releasing information

Phone number

Fax number

To release any records and information requested or required by the staff of the Public Schools of

the Tarrytowns.

Requested Records:

____ Medical

____ Educational

- ____ Psychological/Psychiatric
- ____ Special Education
- ____ Grades/Qualifications

____ Other relevant school/agency records

Parent/Guardian Signature

Date

200 N. Broadway, Sleepy Hollow, NY 10591 T: 914-332-6272 F: 914-332-6267 E: allorenssosa@tufsd.org



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MILITARY QUESTIONNAIRE

Is either parent on ACTIVE DUTY in the military or in any branch of the Armed Forces?

Yes Name of parent: _____

____ No

If yes, please check off the branch of the Armed Forces below:

____ Army

____ Navy

____ Air Force

____ Marine Corps

____ Coast Guard

National Guard

Entry Date: _____

Exit Date: _____

** *Please Note:* Active duty means full-time duty in the active military service of the United States. Such term includes full time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concern.



STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Office of P-12

Lissette Colón-Collins, Assistant Commissioner Office of Bilingual Education and World Languages

55 Hanson Place, Room 594 Brooklyn, New York 11217 Tel: (718) 722-2445 / Fax: (718) 722-2459 89 Washington Avenue, Room 528EB Albany, New York 12234 (518) 474-8775 / Fax: (518) 474-7948

Home Language Questionnaire (HLQ)

Dear Parent or Guardian: In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.

First	Middle	Last		
DATE OF BI	RTH:		GENDER:	
			D Male	
Month	Day	Year	Germale	
PARENT/PE	RSON IN PAREN	TAL RELATIO	ON INFO:	
	st Name	First Nar	me	Relation to
244		i not riu		Student

HOME LANGUAGE CODE

Language Background (Please check all that apply.)				
 What language(s) is(are) spoken in the student's home or residence? 	English	C Other		
				specify
2. What was the first language your child learned?	🗅 English	Other		
		8		specify
3. What is the Home Language of each parent/guardian?	Mother		Father	
		specify		specify
	Guardian(s)			⊂ ¥
			specify	
4. What language(s) does your child understand?	🖵 English	Other		
				specify
5. What language(s) does your child speak?	English	Other		Does not speak
	5		specify	
6. What language(s) does your child read?	English	Other		Does not read
			specify	-
7. What language(s) does your child write?	English	Other		Does not write
			specify	

THIS SECTION TO BE COMPL	ETED BY DISTRIC	T IN WHICH STUDENT IS REGISTERED:
SCHOOL DISTRICT INFORMATION:		STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:
District Name (Number) & School	Address	

Home Language Questionnaire (HLQ)—Page Two

Educational History		
8. Indicate the total number of years that your child has been enrolled in school		
9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.		
Yes* No Not sure Image: No Not sure Image: Not sure Image:		
How severe do you think these difficulties are? Minor Somewhat severe Very severe		
10a. Has your child ever been <u>referred</u> for a special education evaluation in the past? INO Yes* *Please complete 10b below		
10b. * <u>If referred for an evaluation,</u> has your child ever <u>received</u> any special education services in the past? □ No □ Yes – Type of services received:		
Age at which services received (Please check all that apply): ☐ Birth to 3 years (Early Intervention) ☐ 3 to 5 years (Special Education) ☐ 6 years or older (Special Education)		
10c. Does your child have an Individualized Education Program (IEP)? No Yes		
11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.)		
12. In what language(s) would you like to receive information from the school?		
Signature of Parent or of Person in Parental Relation Month: Day: Year: Date		
Relationship to student: 🗅 Mother 🗅 Father 🗅 Other:		
Relationship to student: 🗅 Mother 🗅 Father 🗅 Other:		
Relationship to student: Mother Father Other: OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: POSITION: IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: POSITION: IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW NAME: POSITION:		
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OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: POSITION: IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW NAME: POSITION: ORAL INTERVIEW NECESSARY: No YES **Date of INDIVIDUAL		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: POSITION: IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: POSITION NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW NAME: POSITION: ORAL INTERVIEW NECESSARY: No YES **DATE OF INDIVIDUAL INTERVIEW: OUTCOME OF NOW DUAL NOW DUAL ADMINISTER NY SITELL ENGLISH PROFICIENT INTERVIEW: OUTCOME OF REFER TO LANGUAGE PROFICIENCY TEAM		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: Position: IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS: Position NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW NAME: Position: ORAL INTERVIEW NECESSARY: No Yes ***Date of INDIVIDUAL INTERVIEW: Outcome of Mo Administer NYSITELL INTERVIEW: Outcome of Refer to LANGUAGE PROFICIENT NAME/POSITION OF QUALIFIED PERSONNEL Administering NYSITELL		
OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ NAME: Position: If an interpreter is provided, list name, position and credentials: Position: NAME/POSITION OF QUALIFIED PERSONNEL Reviewing HLQ and Conducting Individual Interview Name: Position: Oral Interview Necessary: No Yes ***Date of Individual. Outcome of INDIVIDUAL Administer NYSITELL Interview: Outcome of INDIVIDUAL Administer NYSITELL Name: Day YR Outcome of INDIVIDUAL Administering NYSITELL Expanding Commanding Date of NYSITELL Administration: Proficiency Level Achieved on NYSITELL: Position: Commanding Commanding Commanding		



NEW YORK STATE MIGRANT EDUCATION PROGRAM

IDENTIFICATION & RECRUITMENT OFFICE PARENT SURVEY

The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA). The MEP provides a variety of educational services to families who work in agriculture, <u>regardless of their nationality or legal status</u>. This program is <u>free of</u> <u>charge</u> to all eligible families and may include tutoring, free school lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed.

Please take few minutes to complete this questionnaire.

Has anyone in your family worked, or looked for work at the following occupations during the past 3 years?

- Any agricultural, farm, or fishing work (such as hay, dairy, fruit or vegetable crops, poultry, fishing, nursery/greenhouse, etc.)
- □ Work related to logging, harvesting, or initial processing of trees.
- Work at a food processing plant, (such as meat or poultry processing plants, packing fruits or vegetables, etc.)



If you answer YES, please provide your contact information below:

Parent/Guardian Name:		
Home address:		
Telephone number: ()	Best time to be reached:	AM/PM
Previous Address:		
Student name:	Age	Grade
Student name:	Age	Grade
To submit this referral please fax to 607	-436-3606 or by mail to NIVE Migrant Ed	usation Program

<u>To submit this referral please fax to 607-436-3606, or by mail to NYS Migrant Education Program-</u> Identification and Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020.





PUPIL PERSONNEL SERVICES, 200 North Broadway, Sleepy Hollow, NY 10591 Scott Dorn, Director of Pupil Personnel Services

Tel: 914-332-6253 Fax: 914-332-6267

In an amendment to NYS Education Law, pursuant to Chapter 434 of the Laws of 2014; Section 4402 of the Education Law has been amended to require public schools to notify every parent of their rights regarding referral and evaluation of their child for the purposes of special education services or programs upon their child's enrollment in public school.

This notice shall serve as The Public Schools of the Tarrytowns notice of this amendment and your rights. To further understand your rights under this amendment, please navigate to the following web page link: http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm or to the districts home page at http://www.tufsd.org and navigate to the special education department and click on A parent's Guide to Special Education.

En una enmienda a la ley de Educación del estado de Nueva York, en conformidad con el Capítulo 434 de las legislaciones del 2014; La sección 4402 de la ley de Educación se ha modificado para requerir a las escuelas públicas informar a todos los padres de sus derechos con respecto a la referencia y la evaluación de su niño/a para los propósitos de servicios de educación especial o programas sobre la inscripción de su hijo en la escuela pública.

Esta notificación deberá servir como aviso de que Las Escuelas Públicas de los Tarrytowns anuncio esta enmienda y sus derechos. Para entender aún más sus derechos bajo esta enmienda, por favor vaya al siguiente enlace de la página web:

[http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm] http://www.p12.nysed. gov/specialed/publications/policy/parentguide.htm o a la pagina del districto [http://www.tufsd.org] http://www.tufsd.org] y desplácese hasta el departamento de educación especial y haga clic en Guía de los padres de educación especial.

Sleepy Hollow High School Registration Form Athletic Participation

Complete this form if you plan on participating in athletics during the school year.

Date:	Student #
Entering Grade:	Date of Birth:
Name:	Phone:
New Address:(Residence in School Distri	ict)
	t?
Parent Name:	Phone:
******PREVIOUS S	CHOOL INFORMATION*****
Previous School:	
Winter Sport Spring Sport	LevelModifiedJVVarsity LevelModifiedJVVarsity LevelModifiedJVVarsity
Previous Address:	
With whom did you live?	
Reason for leaving previous school:	
*****ACADEN	MIC INFORMATION*****
Year Entered 9 th Grade:	Verification: (Counselor's Initials)
Have you repeated a grade in High Scl If yes, which grade?	hool?YesNo
Forward this form to the Director of Athletics w	hen students have been accepted for registration.
Please note: All students that intend to particip	pate in athletics must register each season through Family