



BALDWIN UNION FREE SCHOOL DISTRICT

Office of Pupil Services

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Sherrisse Young
Director of Pupil Services

Registration Instructions

We are pleased to welcome you to the Baldwin Union Free School District. We know that you will find all of our teachers, principals, and other staff members helpful and eager to provide your child with the best possible education.

Children aged 5 on or before December 1st will be eligible for admission to Kindergarten the proceeding September. Placement in other grades is based on the grade from former school. All placements are made in accordance with State Education Department guidelines.

In order to safeguard the health of your child/children, to place your child/children in the most appropriate program, and to conform with New York State Law and District Policy, we will need certain information and records. In order to complete the enrollment process, this information and the District's registration packet must be completed and submitted to the District Registrar. The registration packet may be obtained from the District's website or from the District Registrar.

Original documents must be submitted at the time of registration or within two days of enrollment in order for the District to make a timely determination as to the student's entitlement to attend District Schools.

1. **Parent(s)/Guardian(s) shall provide proper proof of parental relationship**

Under New York State Law, a minor child is presumed to be domiciled with one or both of his/her parents and/or guardians unless they are deceased, imprisoned, or committed to an institution, have deserted or abandoned the child, or reside outside of New York State, or outside the country. The required proofs of relationship may include one or more of the following:

Parents to provide
Foster Parents to provide
Legal Guardians to provide

Child's original or certified birth certificate
Form DSS 2999
Guardianship documents, from Surrogates Court or
Family Court, signed by court officer.

Affidavits - Either

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- indicating that they are the parent(s) with whom the child/children lawfully resides; or
- indicating that they are the person(s) in parental relation to the child/children, over whom they have a total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise.

Other

- The School District may also accept other proof, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency.

2. **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:
 - a. 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
 - b. 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 are 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/record

3. **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.

Please be advised that within three business days of the initial enrollment of your child/children, the School District will consider all documentation submitted by you and make a determination as to your residency and the right of your child/children to attend school on a tuition free basis. **Your failure to submit the required documentation and prove you are a resident of the School District within the three-day time period will result in the exclusion of your child/children from the School District.**

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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 three items from Section B. Proofs must be current (within 3 months)

Section A

- Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or 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 Baldwin School District.
- Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the Baldwin School District (current property tax bill), current homeowner's/renter's insurance policy statement, etc.)

Section B

- Pay stub
- Income tax form
- Utility bill or other bills
- Membership documents that are based upon residency (address must be listed on document)
- Voter registration documents
- Official driver's license, learner's permit, or non-driver identification
- Documents issued by federal, state, or local agencies (e.g., 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.

If you have any questions regarding the fulfillment of the District's residency requirements or are homeless, please contact the District Registrar.

4. **Report card (most recent)** from the school 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 educational records from the former school (if any) will need to be completed.

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5. Proof of Immunization

A student will not be registered or permitted to attend school unless the student is immunized as required by N.Y. Public Health Law Section 2164. If you believe a limited statutory exception applies to the student, please contact the School District's Health Office immediately. One of the following proofs may be submitted as proof of immunization:

- A certificate of immunization prepared and signed by the health practitioner who administered the immunizing agents, that specifies the products administered and the dates of administration. The certificate of immunization may also show physician, nurse practitioner, or physician assistant-verified history of varicella disease and/or laboratory evidence of immunity to measles, mumps, rubella, varicella, Hepatitis B and all three serotypes of poliomyelitis contained in the polio vaccines.
- A record issued by New York State Immunization Information System (NYSIIS) and/or the Citywide immunization registry (CIR) may be accepted as a certificate of immunization.
- An official immunization record forwarded from the student's previous school signed by an official, which contains all of the required information.

Please contact the District Registrar for additional information.

State Law requires that the child's name must appear on the office card, permanent record card, health card, transcripts, all diplomas, and other official records. Requests to use "nicknames" or other names on these records may not be honored. Arrangements may be made to have such names used in class and on unofficial records.

PLEASE BE ADVISED that in order for your child/children to attend the Baldwin School District ("School District"), you must be a resident of the School District.

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.

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.

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