

# *MVCSD REGISTRATION CHECKLIST*

## **Primary Household**

### **One** of the following documents:

- Current mortgage statement
- Current property tax bill
- Current lease agreement
- Co-Op Certificate of Stock
- **Signed & Notarized** Affidavit of Property Owner/Landlord
- **STAC-202** / Designation of School District of Attendance for a Homeless Child

### **One** of the following documents (must be within 2 months with **CURRENT** address):

- Current pay stubs
- Income tax form(s)
- Current utility bill (power company i.e., Con Edison, cable, water bill)
- Mount Vernon Public Library Membership document (**MVPL user information sheet with library logo**)
- Current Voter registration document
- State or other government-issued identification (**NOT** driver's license) -**Address thereon must be current if used as proof of residency.**
- Current documents issued by federal, state, or local agencies (for instance, local social services agency, Federal Office of Refugee Resettlement)
- Current evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers.

## **Parent(s)/Guardian(s)**

- Copy of a Driver's License or Photo ID
- Marriage Certificate, *if applicable*
- Military Special Power of Attorney, *if applicable*

## **Student(s)**

- Demographics:
  - Birth Certificate
- HLQ:
  - Home Language Questionnaire
- Previous School:
  - Federal Family and Educational Rights Privacy Act (FERPA) Consent to Release Student Information/Education Records
  - Most Recent Report Card or Transcript (If applicable)
- Relationships-Parent/Guardians:
  - Custody Documents (if applicable)
- Health Services:
  - Immunization Records with Doctor's Official Stamp or Immunization Exemption (with proof)
  - Annual Health and Emergency Form
  - Medicaid Consent Form