UPK REGISTRATION DOCUMENT CHECKLIST

All documents **must be submitted** to the District office ATTN: Office of Instruction

_____ **WCSD Registration Form**
Please write the UPK Site your child was assigned to at the top of the registration form *(if applicable)*

_____ ***Proof of Residency Documents:**
Two proofs of residency are required in the Parent/Guardian name
Cannot accept credit card or bank statements as proof of residency

***Additional Residency Documents** required if you reside with another family and do not pay rent. Please call for additional information

Please provide one proof from LIST A and one proof from List B.

LIST A: All proof of residency must be current and issued within the last 45 days

1. Utility Bill (Gas/Electric/Water/Internet) -sent to address *and* for service at that address
2. Mortgage Statement
3. Rental/Lease agreement (must submit entire signed lease)
4. Property Tax Bill (current year)
5. Deed or Closing Disclosure (If new to the district, current year 2026)

LIST B: All proof of residency must be current and issued within the last 45 days

1. Different Utility Bill from List A
2. Homeowner or Renter's insurance
3. Post Office Change of Address Confirmation Letter (mailed to new address, not email)
4. Health Insurance or Medical Bill
5. Car Registration
6. Payroll stub
7. Cell phone bill

_____ **Proof of Custody Documents** (If applicable)
If the child's parents do not live in the same household or if one parent lives outside the district, parents must submit the most recent custody papers. If that is not available, then a notarized letter must be provided. The letter must be signed by both parents, witnessed by a Notary, indicating who the primary residential parent is and the child's schedule for each household. Please call for additional information.

_____ **Proof of Age Document** - Certified Birth Certificate (copy)

_____ **Required Health Forms Completed by Pediatrician:**
Immunization Record
NYS Health Examination Form **NOT Daycare Medical Form**

_____**Home Language Questionnaire**