WHAT IF...

the youth is not living with a parent?

the parents are separated or divorced?

To enroll in school:

You (the parent, guardian, or caregiver) have to show that the youth is living with you and that you have total and permanent custody and control. To do this, you can show the school district:

- proof of custody or guardianship

  OR

- an affidavit (written statement signed under oath) saying that you have "total and permanent custody and control" over the child

  OR

- other proof such as documentation that the child has been placed with a sponsor by a federal agency.

There are different requirements for youth in temporary housing (this may include, for example, youth who have run away or been kicked out of their homes).

For more information about temporary housing and enrollment, call NYS-TEACHS at 800-388-2014.

For more information:

Enrollment requirements:

NYS Education Department
Office of Student Support Services
(518) 486-6090

Enrollment of immigrant children and youth:

NYS Education Department
Office of Bilingual Education &
World Languages
(718) 722-2445

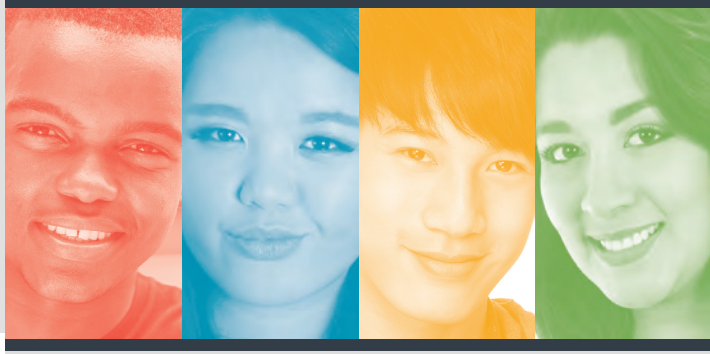
Enrollment of children and youth in temporary housing:

NYS Technical and Education Assistance Center for Homeless Students
(NYS-TEACHS)
(800) 388-2014

NYS Education Department
State Coordinator for Homeless Education
(518) 473-0295

This pamphlet is a summary of the applicable regulatory provisions and is intended for informational purposes only. For further information on the applicable regulatory requirements, please consult an attorney or see 8 NYCRR section 100.2(x) and 100.2(y), as amended effective July 1, 2015,

August 2015



A GUIDE TO *understanding* THE NEW RULES FOR SCHOOL REGISTRATION



New York State
EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

To enroll in school, you have to show:

- that you live and intend to remain in the school district. This is called showing you are a "resident."

AND

- your child's age.

Do you know how to show that you live in the district where you are enrolling your children?

Do you know how to prove your children's ages?

Did you know:

- Your child must be enrolled within one day of your request.
- Children and youth can get a free public education, even if they are undocumented or are not citizens.
- Schools *cannot* ask you for your social security card or social security number at the time of or as a condition of enrollment.
- Schools *cannot* ask about immigration status at the time of or as a condition of enrollment (but after enrollment they may ask about which country your child was born in).
- There are many different ways to show residency. Schools must give you choices and *cannot* only ask for a lease or a deed.
- Your child can be enrolled in school even if you don't have his or her birth certificate.
- Youth may enroll in school under certain circumstances even if they are not living with their parents.

Children and youth in temporary housing can enroll in school without the documents normally needed to enroll. Children and youth are temporarily housed or homeless if they lack a fixed, regular, and adequate nighttime residence which includes, for example:

- living in a shelter or,
- sharing the home of a relative or a friend because they lost their home or were evicted.

Ways you can show residency:

- Lease or deed
- Affidavit (a written statement signed under oath) from the person you pay rent to, saying you live there
- A letter from the person you pay rent to saying you live there
- A letter from another person saying you live at your address
- Other documentation, such as:
  - Pay stub showing your address
  - Income tax form that shows your address
  - Utility bill or other bill in your name
  - Membership documents based on residency, such as a local library card
  - Voter registration card
  - Driver's license, or permit, or non-driver ID
  - State or other government issued ID
  - Documents from government agencies such as a social service agency or the federal Office of Refugee Resettlement
  - Custody or guardianship papers

If the school district decides your child can't go to school in the district because he or she is not a resident, the district must give you a letter within two business days explaining its decision and how to appeal the decision.

Ways to show a child's age:

- Certified Birth Certificate (from any country)
- Baptismal record (from any country)
- A Passport (from any country)

If you don't have a Birth Certificate, baptismal record, or passport, you can use other documents if you've had them for at least two years, such as:

- Driver's license
- State or governmental ID
- School photo ID with date of birth
- Consulate ID card
- Hospital or health records
- Military dependent ID card
- Other documents from federal/state/local agencies (examples: Department of Social Services, Office of Refugee Resettlement)
- Court orders
- Native American tribal document
- Records from international aid agencies or voluntary agencies