

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 – ** Printable Form Attached to On-Line Application **
- Housing Questionnaire (FOR TEMPORARILY HOUSED FAMILIES ONLY) – ** Fillable Form Attached to On-Line Application **

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 (*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
- Student Services:
 - IEP, *if applicable*
 - 504, *if applicable*
- HLQ:
 - Home Language Questionnaire – ** Fillable Form Attached to On-Line Application **
 - (EMLL) Home Language Questionnaire for PreK 3 & PreK 4 – ** Fillable Form Attached to On-Line Application **
- Previous School:
 - Previous School (*Name, City, State, Phone Number*), *if applicable*
 - Most Recent Report Card or Transcript, *if applicable*
- Relationships-Parent/Guardians:
 - Custody Documents, *if applicable*
- Foster Care and Social Services:
 - Foster Care Enrollment Application, *if applicable*
- Health Services:
 - Immunization Records with Doctor's Official Stamp or Immunization Exemption (with proof)