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# LIBERTY CENTRAL SCHOOL DISTRICT



## CENTRAL REGISTRATION OFFICE

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### **Instructions for Kindergarten-12<sup>th</sup> Grade Registrations**

Registration for all children entering the Liberty Central School District (“District”) occurs at the District’s Central Registration Office located in the District Administration building, behind the high school. For general inquiries, the Registration Office’s hours are 8:30 a.m. – 3:30 p.m. **Registration is by appointment only.**

#### **ENROLLMENT/REGISTRATION PROCESS:**

At the time of your appointment with the District’s Registration Office, please bring with you the following completed forms and documentation listed below for each child you are seeking to enroll into the District. Please refer to District’s Student Admission Checklist to confirm that you are submitting to the Registration Office all of the needed documentation.

#### **Forms To Be Submitted:**

The following forms must be completed and submitted to the Registration Office for each child you are seeking to enroll into the District:

1. Registration Form;
2. Student Health Form;
3. Medicaid Consent Form;
4. Acceptable Use Policy for the Liberty Central School District Computer Network and Internet Form;
5. Student Emergency Evacuation Plan Form;
6. Home Language Questionnaire;
7. Photo/Medical Release/Field Trip Permission Form;
8. Notification on Disclosure of Information to Military Recruiter or Institution of Higher Learning Form;
9. Request for Records Form;
10. Application for Free and Reduced Price School Meals/Milk;

These forms can be found on the District’s website.

#### **Additional Documents To Be Submitted:**

In addition to the forms outlined above, please submit the following documents to the Registration Office for each child you are seeking to enroll into the District. All documents submitted will be copied and returned to you immediately, if necessary.

**A. Proof of Residency:**

In order for your child to attend school in the District you must own or lease a residence located within the District and physically reside with the child in that residence.

To establish physical presence in the District, please submit:

1. A copy of a residential lease or proof of ownership of a house or condominium (i.e. a deed or mortgage statement);
2. A sworn or unsworn written statement from a third-party landlord, owner or tenant from whom you lease or share property with in the District; or
3. A written statement from a third-party establishing your residency in the District.

In the event you cannot provide any of these documents, in determining your residency the District will consider any of the following:

1. Pay stub;
2. Income tax form;
3. Utility or other bills;
4. Membership documents based upon residency, such as library cards;
5. Voter registration document(s);
6. Official Driver's License, learner's permit or non-driver identification card;
7. State or other government issued identification; or
8. Documents issued by federal, state or local agencies, such as local social service agency or federal Office of Refugee Resettlement.

**B. Documentation of the Child's Age:**

In order for the District to confirm your child's age please submit either:

1. A certified transcript of a birth certificate;
2. A record of baptism confirming the date of birth for the child to be enrolled in the District. A foreign birth certificate or record of baptism will also be accepted; or
3. If a certified transcript of a birth certificate or a record of baptism is not available, please submit a copy of the child's passport. A foreign passport will be accepted.

In the event you cannot provide a passport, the District will consider any of the following documents as long as it was issued two or more years ago:

1. Official driver's license;
2. State or other government issued identification;
3. School photo identification with date of birth;
4. Consulate identification card;
5. Hospital or health records;
6. Military dependent identification card;
7. Documents issued by federal, state or local agencies, such as local social service agency or federal Office of Refugee Resettlement;
8. Court orders or other court-issued documents;
9. Native American tribal document; or
10. Records from non-profit international aid agencies and voluntary agencies.

If any of these documents originate from a foreign country, the District may request verification of such documentary evidence from the appropriate foreign government or agency, consistent with Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. The enrollment of your child will not be delayed by the District's verification of these documents.

**C. Proof of Custody:**

In order for the District to confirm your custody of your child, you may be required to submit either:

1. A written affidavit indicating that you are the parent(s) with whom the child lawfully resides;
2. A written affidavit indicating that you are the person(s) in a parental relation to the child, over whom you have total and permanent custody and control and describing how you obtained total and permanent custody and whether it is through a guardianship or otherwise; or
3. Judicial custody orders or guardianship papers.

The District will also accept other proof of custody such as documentation which indicates that the child has been placed by a federal agency with a sponsor.

**D. Health Records:**

Pursuant to Education Law §903, 8 NYCRR §136.3 and Public Health Law §2164(7), please submit the following documents:

1. Health Physical Exam Records: *The exam must have been performed within the 12 months prior to the child's start date in our school district. If a physical has not been performed, you are allowed 30 days from the start of school to obtain one.*
2. Immunization records which may consist of:
  - A certificate of immunization from a healthcare practitioner or from New York State Immunization Information System or Citywide Immunization Registry confirming that the child has been fully immunized;
  - Documentation that the child is in process of receiving required immunizations;
  - A signed, completed medical exemption issued by the New York State Department of Health or a signed statement from a New York State licensed physician certifying that the immunization may be detrimental to the child's health, containing sufficient information to identify a medical contraindication to a specific immunization and specifying the length of time the immunization is medically contraindicated. This medical exemption must be reissued annually and the District may request additional information in support of the exemption; or
  - A completed Request for Religious Exemption to Immunization stating that you object to the immunization because of a sincere and genuine religious belief which prohibits the immunization of your child. The District may request additional information and documents in support of the exemption.

**E. Other records, related to your Child's Educational History, if in your possession::**

1. Transcripts of grade to date;

2. IEP (Individualized Education Plan) from previous school district;
3. Section 504 documentation from previous school district; and/or
4. Last report card issued for your child.

**Enrollment, Attendance and the Board of Education's Review of the Documentation Submitted:**

Upon request, your child will be enrolled and permitted to attend school in the District the next school day, or as soon as practicable.

Within three (3) business days of your child's initial enrollment, the Board of Education ("Board"), or its designee, will review all of the documentation outlined above and determine whether your child is entitled to attend school in the District.

If it is determined that your child does not reside in the District, the Board, or its designee, within two (2) business days, will issue a written notification confirming the basis for this determination and the date your child is to be excluded from the District. The written notification will also confirm your right to appeal the decision to the New York State Commissioner of Education within thirty (30) days and advise that the instructions, forms and procedures for an appeal, including translated instruction forms and procedures can be found at the following:

- Online at the Office of Counsel, [www.Counsel.nysed.gov](http://www.Counsel.nysed.gov);
- Mail addressed to the Office of Counsel, New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234; or
- Calling the Appeals Coordinator at (518)474-8927.

**FOR KINDERGARTEN REGISTRATION ONLY:**

To be eligible for Kindergarten at the opening of school of any year, a child must be five years of age on or before December 1.

Registration takes place in the spring prior to the following school year.

For September 2015 Kindergarten enrollment, your child must turn five (5) by December 1, 2015.