

PELHAM PUBLIC SCHOOLS
18 Franklin Place
Pelham, NY 10803
Phone: 914 - 738-3434, ext. 5



PROCEDURES FOR REGISTRATION OF NEW STUDENTS

Parents/guardians must present themselves IN PERSON with the completed registration forms and with ORIGINAL documentation. DO NOT mail registration packets as they will not be accepted.

PREREQUISITES FOR REGISTRATION:

- o Students must reside in the town of Pelham to attend the Pelham Schools as a resident.
- o The parent/guardian must provide own photo identification such as a valid driver's license or passport at the time of registration.
- o For a Pelham resident to register a child living in his or her residence, documents showing legal custody may be required.

DOCUMENTS REQUIRED FOR REGISTRATION:

1. Pelham School District Application for Admittance

This form must be completed and notarized.

2. Proof of Residency in Pelham

All residents are required to submit two acceptable proofs of residency such as: two complete and recent (within last three months) copies of a Con Edison bill, cable bill, or bank statement.

NOTE: phone bills and a driver's license are not acceptable.

In addition, kindly bring original documents:

- o **Current Homeowners:** tax bill for their residence with their name
- o **New Homebuyers:** contract of sale and signed closing statement or deed
- o **Non-Homeowners:** signed, dated and notarized lease and proof of payment (cancelled checks or receipts) of two recent months' rent (can include security) with respective bills from the landlord **OR**, for non-renters, two postmarked government or utility mailings with applicant's name and address. **All Non-Homeowners must also complete and submit a notarized District affidavit form from their landlord or property owner.**

3. Health Records

- o **Immunization Records:** Please submit most recent copy of child's immunization and physical record. Children entering the public schools must be immunized against rubella (German Measles), DPT, measles, mumps, poliomyelitis, varicella, and hepatitis.
- o **Health certificate:** In addition, please submit the following forms.
 - * **Health (Physical) Certificate**
 - * **Health & Information Survey Form**
 - * **Dental Health Certificate Form**
 - * **Health Disclosure Authorization Form**

4. Student Documents

- o **Proof of Age of Incoming Student**
- o **NYS Education Department Home Language Questionnaire**
- o **Official Documents from Prior School**

This includes school records, report card, prior school schedule, and transcripts. The Grading Scale (e.g. A=90, B=80, etc.) or School Profile must also be submitted.

- o **IEP** if applicable.
- o **Pupil Record Release Form**

Once the District reviews all paperwork, the registration process will proceed.

Misrepresentation of information will be considered an act of fraud and may be legally prosecuted.