

Dr. Laura P. Feijóo
Superintendent of Schools

City School District of New Rochelle
515 North Avenue
New Rochelle, NY 10801



Message from the Superintendent: Registration During School Closure

Dear Parents/Guardians:

As you prepare for the 2020-2021 school year, I want to update you with important information regarding Pre-K, Kindergarten, and New Entrant Registration that will be implemented this year due to the COVID-19 crisis. Please review the options to complete registration below, decide which is best for you and kindly complete your packet of forms on a timely basis as our registrars will be processing hundreds of applications in a short period of time. Registration forms, except for children attending a UPK Community Collaborator site, are essentially the same for entering Pre-K, Kindergarten and New Entrants Grades 1-12. Please note: the registration period will begin June 2nd and extend through July 31st. If you need assistance in completing documents or wish to speak to a registrar or a school nurse in the Registration Center, please call 576-4300, extension 39136 between 8:00 am and 4:00 pm or email CSDNRRegistration@nredlearn.org Registrars will be happy to conference with you over the phone or by email.

Options to complete and submit registration documents

- 1) Please download, print and complete registration documents attached to this message. Once completed, you may drop your documents off at the Registration Center located in City Hall at the Beaufort Place entrance, ground floor from 8:00 am to 4:00 pm daily; or, bring your completed documents to any one of the following schools, during the times stated: Barnard (9 am - 12 noon), Jefferson (1 pm – 4 pm), Columbus (9 am-12 noon), Trinity (9 am-12 noon), Ward (9 am- 12 noon) , Davis (1 pm – 4 pm) , or Webster (1 pm – 4 pm). School security staff will place documents in a secure “lock box” and transport them to the Registration Center. Please be sure to write your name and address, your child’s name and the school your child will attend in September on the envelope.
- 2) If you do not have computer access, or are unable to print documents, you can obtain a registration packet at the Security Desk in City Hall on Beaufort Place, at any elementary school in the district at the times stated above or at one of the following food distribution centers: New Rochelle High School, 95 Lincoln Avenue (WESTCOP), 345 Main Street (Bracey Houses), and Parkside Place (City Park). Food Distribution Centers are open from 9 am to 1 pm. Once your registration documents are complete, you may drop them off at City Hall (Beaufort Place entrance) or at any elementary school at the times stated above. Do not return completed registration documents to a food distribution center. Please be sure to write your name and address, your child’s name and the school your child will attend in September on the envelope.
- 3) If you prefer to mail documents, please send to: CSDNR Registrar, City School District of New Rochelle, 515 North Avenue, New Rochelle, New York 10801



Instruction for Families with Computer Access

Download, print and complete the attached forms to demonstrate your child's eligibility to attend New Rochelle Schools

School Forms: School Registration Information Form, Home Language Questionnaire, Domicile Questionnaire, Emergency Card, Transportation Application, Child Care Transportation (If needed) Emergency Dismissal and Contact Form, Authorization: Release of Student Records (Not required for UPK).

Health Documents: NYS Health Examination Form (completed and provided by Doctor/Medical Provider), and Student Health History Form (provided by Parent). It is understandable that some of the medical forms may not be available due to the current medical situation; they may be submitted at a later date.

*Parents may wish to provide supplemental medical forms available on the District webpage under Health Services if appropriate.

https://www.nred.org/groups/17139/health_services_department/home

All Families

Parent/Guardian Photo ID, Age Eligibility, and Residency Requirements: *There are no forms for this part of registration; please provide clear copies of the documents requested:*

Photo ID. Acceptable documents include: NYS Driver's License, an "Enhanced" ID from the NYS Department of Motor Vehicles, a valid passport, documents issued by a governmental agency (US Permanent Resident Photo ID, Military ID, DOJ Employment Card, a government visa, DSS identification, Office of Refugee Resettlement Card, or other acceptable forms of identification.

Student Age Eligibility. Entering students must have attained the age of 5 before December 31, 2020 to enter Kindergarten. Evidence of age must be presented for all students. Acceptable documents include: certified copy of a birth certificate or record of baptism with birth date, a valid passport including a foreign passport with birth date, guardianship or custody documentation with birth date, or documents issued by federal, state, or local agencies with birth date.

Proof of Residency. According to NYS Law, in order to register a child in the City School District of New Rochelle, the child must reside with a parent or guardian who is physically domiciled within the school district's boundaries and who demonstrates an intention to remain in the district permanently. Three (3) proofs of physical presence are required from among the following: a current signed and dated lease, current home mortgage statement, a Landlord Statement or Landlord Affidavit (Available at the Registration Center), current pay stub with address, recent



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income or property tax statement, current utility bill, Section 8 Voucher, or documents issued by the federal, state, or local government with name and property address.

If the child to be registered resides within a custodial family, a visiting/host family, or in a family unable to present proof of residency, the parent or guardian will need to provide a notarized affidavit which shows home address. In custody situations, a Custodian and a Parent Affidavit is required; in visiting and host situations, both a Host and Visiting Family Affidavit is required; and, in a situation where the parent is unable to provide residency proof, a Third Party and Landlord Affidavit is required. Additional documents may be requested by the District. Affidavits can be downloaded and copied from the district website (https://www.nred.org/residency_forms). Affidavits will also be available at the pick-up and drop locations stated in #2 on first page. Ask the Security Officer for the affidavit you require. Affidavits must be notarized and included in your packet of returned forms. If you need assistance, please call the Registration Center, registrars will happily provide assistance.

UPK parents whose child will attend a Community Collaborator pre-school need to complete the School District Registration Form and provide an adult photo ID, proof of age for your child and 3 proofs of residency only.

Once documents are submitted, a review will be made by intake registrars and medical staff to determine whether documents and forms are correct and complete or if additional information is needed. In this case, the parent will be contacted. Parents who successfully complete the registration process will also be notified to receive district acknowledgement.

Best wishes for an exciting and healthy school year in 2020-2021!

A handwritten signature in blue ink that reads "Laura Feijóo".

Laura P. Feijóo, Ed.D.
Superintendent of Schools