

City School District of New Rochelle RE-REGISTRATION Q&A

The City School District of New Rochelle will undertake a full re-registration of students in the 2018-2019 school year, starting July 2, 2018. The following is intended to answer many of the key questions residents are likely to have:

WHEN AND WHERE WILL THE RE-REGISTRATION TAKE PLACE?

In the first phase of the re-registration, the District will verify the eligibility of all incoming ninth-grade students in New Rochelle High School, from July 2 through August 22, 2018 in the House 4 cafeteria in NRHS. Students in other grades will be re-registered throughout the school year. *NOTE: Re-registration is mandatory. Incoming ninth-graders who are not re-registered this summer will not receive class schedules when school begins.*

WHY IS RE-REGISTRATION IMPORTANT?

The City School District of New Rochelle has an obligation to educate every child within the physical boundaries of the school district. However, non-resident students who are ineligible to attend District schools place a burden on resources and add to the cost of operating a high-quality education system in the community. In addition, ineligible non-resident students detract from the offerings available to students who are entitled to attend the schools. Thus, in order to ensure that we provide the highest quality education possible to our students, maximize scarce resources and ease the burden on taxpayers, we will continuously monitor student enrollment to ensure only eligible students attend our schools.

WHO CAN ATTEND NEW ROCHELLE PUBLIC SCHOOLS?

Students whose legal residence is located in the City of New Rochelle are eligible to attend New Rochelle Public Schools. A student must physically reside in the District on a continuous basis and must demonstrate intent to reside there.

A homeless student who is residing in a shelter or temporary home within the District is eligible to attend New Rochelle Public Schools. In addition, students who become homeless during the school year and are domiciled in shelters or other temporary houses outside of New Rochelle are considered district residents and are legally entitled to continue attending schools in the district.

WHAT DOCUMENTS DOES A PARENT OR GUARDIAN NEED TO ESTABLISH LEGAL RESIDENCY?

In total, at least 5 documents are needed (two for identification and three for proof of residency):

- 1) Photo identification of the parent or guardian registering the student: Driver's license, passport, government-issued ID, etc., U.S. Permanent Resident Photo Identification, U.S. Department of Justice Employment Authorization Card, Military ID (U.S. Uniformed Services ID.)

- 2) Student identification: Birth Certificate, Refugee Resettlement ID, passport, guardianship documentation or baptismal certificate.
- 3) At least **three** proofs of residency. Some examples include: a home mortgage documents, property tax bill, house deed, signed rental or lease agreement, utility bill (less than 30 days old), income tax return, voter registration card, Department of Social Services (DSS) identification card, notarized landlord affidavit, notarized third-party affidavit. (A complete list of documents that may be used to establish residency is available on the Pupil Services page of District's [website](#)).

WHAT IF A PARENT OR GUARDIAN DOES NOT HAVE ALL NECESSARY DOCUMENTS?

The re-registration process provides flexible opportunities for registrants who are unable to complete the process in a single visit. Fridays have been designated as “call-back” days. If some, but not all, documents are provided -- or if the documents provided do not sufficiently establish residency -- registrars will make a note of that fact and will indicate what further documentation is needed. The parent or guardian may return on any successive Friday until August 17. The re-registration is not complete until all necessary documents are provided. Documents that are acceptable will be scanned into a file and recorded. These documents will update or reaffirm contact info. In appropriate circumstances, a home visit by District staff may be required.

WHAT IF A PARENT OR GUARDIAN CAN'T MAKE THE APPOINTED TIME?

In order to carry out an orderly re-registration, we strongly prefer that the parent or guardian honor the time slot window during the re-registration week assigned. However, the re-registration staff has anticipated that there will inevitably be conflicts with vacations and unbreakable obligations. Accommodations will be made for those whose previous obligations prevent them from reporting to the center at the assigned time. During the summer, the center will be open 6 p.m. to 8 p.m. each Tuesday and Thursday during the re-registration period for those who are only available in the evenings. We ask that, if you must take advantage of the evening hours, you do so during the week you were assigned to appear.

CAN RE-REGISTRATION BE DONE BY PHONE OR EMAIL?

No. The process requires a parent or guardian to appear in person and to offer certain identifying documents to be scanned into a file for the child or children. It must be done on site.

CAN A PERSON HAVE MORE THAN ONE RESIDENCE FOR THE PURPOSE OF ATTENDING SCHOOL IN A PARTICULAR SCHOOL OR DISTRICT?

No. A person can have only one legal residence.

WHAT IF A STUDENT'S FAMILY LIVES WITH A HOST FAMILY?

“Host families” are residents who own property within the School District and allow a visiting family to live in their home. Members of the visiting family are considered residents and the District is required to offer tuition-free education to any of the family members who are school-

aged children. Both the host family and the head of the visiting family in a household must participate in the re-registration. The visiting family must show the same physical presence and intent to reside long-term (and not simply for the purposes of accessing the school system for the child or children) as any other resident family.

MUST A VISITING FAMILY BE RELATED TO THE HOST FAMILY?

No. A visiting family may reside with friends or other non-relatives, provided the visiting family can establish residency there and that the family intends to reside there long-term.

WHAT IF THE STUDENT LIVES WITH A CUSTODIAN (GUARDIAN)?

Formal guardianship or a court order is not required to establish a parental transfer of custody and control to a custodian or guardian. However, a student cannot simply be sent to live with another relative to reside for the purposes of attending New Rochelle schools while the parent(s) continue to be responsible for key decisions such as health care and finances. The district requires a notarized Custodian Affidavit and a notarized Parent Affidavit be submitted to demonstrate that the custodian's residence is the child's permanent address and that the custodian exercising parental control has full authority and responsibility regarding the child's support and custody.

WHAT IF A PARENT/GUARDIAN HAS MORE THAN ONE CHILD IN THE SCHOOLS?

All of a family's children who are students in the District may be re-registered at the same time. For instance, the parent or guardian of an incoming 9th grader assigned a time to re-register that child this summer will be able to register any other child or children at the same time. Be advised that the student ID (birth certificate, refugee settlement ID, etc.) **for each child** must be presented.

CAN A PERSON WHO RESIDES IN AN APARTMENT THAT IS NOT LEGALLY RECOGNIZED ATTEND SCHOOL IN A PARTICULAR SCHOOL DISTRICT?

For school eligibility purposes, it is not required that a student's dwelling unit be a legally recognized residence. A student residing in an illegal apartment in New Rochelle is legally entitled to attend District schools so long as they are able to meet the eligibility requirements and to establish residency within the District.

DO UNDOCUMENTED STUDENTS QUALIFY AS DISTRICT RESIDENTS FOR THE PURPOSES OF RECEIVING A TUITION-FREE PUBLIC EDUCATION?

Yes. The U.S. Supreme Court in *Plyler v. Doe*, [457 U.S. 202](#) (1982), recognized the right of undocumented residents to attend local schools tuition-free. Further, the New York State Education Commissioner has ruled that federal immigration status alone does not preclude an immigrant from establishing residency for the purpose of attending public school on a tuition-free basis.

WHAT HAPPENS IF IT IS DISCOVERED THAT A STUDENT DOES NOT RESIDE IN THE DISTRICT?

When it is determined that a student is not entitled to attend New Rochelle public schools, a notification will be sent to the parent outlining how this determination was reached. The

notification will include information on how the parent or guardian may appeal the decision to the New York State Commissioner of Education.

WHAT ARE THE CONSEQUENCES OF PRESENTING FALSE INFORMATION?

If a person presents any writing that contains false information with intent to defraud the District during re-registration, the person presenting it would be committing a class E felony under New York Penal Law §175.35. If officials believe an individual knowingly presents false information in order to defraud the District, the District may seek restitution in court, and may refer the case to the proper authorities.