



CITY SCHOOL DISTRICT OF NEW ROCHELLE  
515 NORTH AVENUE  
NEW ROCHELLE, NEW YORK 10801-3416

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SUPERINTENDENT OF SCHOOLS

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June 19, 2018

Dear Parent/Guardian:

The City School District of New Rochelle will conduct a re-registration of incoming 9<sup>th</sup> grade students beginning July 2 through August 22. As a parent or guardian of a student completing 8<sup>th</sup> grade, you must re-register your child during the registration period in the House 4 Cafeteria of New Rochelle High School. The student is **not** required to attend the re-registration. **This is a mandatory re-registration. If an incoming 9<sup>th</sup> grade student is not re-registered, he or she will not receive a class schedule.**

Your re-registration window is \_(Time)\_ on \_(Date)\_. If you are unable to complete registration during this time, we are also available from 6 p.m. to 8 p.m. Tuesday and Thursday during your registration week.

### **Documents needed for re-registration**

**Parent/Guardian Photo Identification (Select one):** Driver's license, passport, government-issued identification, military ID.

**Student Identification (Select one):** Student's original birth certificate, Refugee Resettlement ID, or guardianship documentation including a judicial custody order or custodian affidavit.

### **Proof of Address (Select three):**

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|---|---|
| <input type="checkbox"/> Home mortgage statement              | <input type="checkbox"/> Tax return                       |
| <input type="checkbox"/> Property tax bill                    | <input type="checkbox"/> Voter registration card          |
| <input type="checkbox"/> House deed                           | <input type="checkbox"/> DSS identification card          |
| <input type="checkbox"/> Rental or lease agreement            | <input type="checkbox"/> Notarized Landlord Affidavit.    |
| <input type="checkbox"/> Utility bill (less than 30-days old) | <input type="checkbox"/> Notarized Third-Party Affidavit. |

**Please note:** Families with a Custodian Affidavit or Visiting and Host Family Form must present a notarized Landlord and Third-Party Affidavit. Head of households must both be present at time of re-registration. All affidavits and forms are available on the district website [https://www.nred.org/residency\\_forms](https://www.nred.org/residency_forms).

There are two ways to access the House 4 Cafeteria; from Braemar Avenue, which is convenient to North Avenue bus routes, or from Clove Road to Flandreau Avenue. Signage will be posted.

If you have any questions about this process, please contact Dr. Charles Coletti at [ccoletti@nredlearn.org](mailto:ccoletti@nredlearn.org) or (914) 727-0129.

Sincerely,  
*Dr. Brian G. Osborne*  
Superintendent