

# PAWLING CENTRAL SCHOOL DISTRICT – REGISTRATION

It is suggested that you first verify that your address is within the Pawling School District.  
Please use link, <http://infotaxonline.com>, select Pawling CSD, enter your street name only and locate address from the list provided  
OR

PLEASE COMPLETE ALL REQUIRED FORMS **PRIOR** TO VISITING THE DISTRICT OFFICE LOCATED AT:  
515 ROUTE 22, PAWLING, NY 12564  
PLEASE CALL (845) 855-2658 TO SCHEDULE AN APPOINTMENT WITH THE REGISTRAR.

## CHECKLIST – REGISTRATION PACKET

Housing Questionnaire Form	Computer Policy Acknowledgement Form
Registration Form	Parent Portal Registration Form (middle and high school students)
Student Record Release Form	NYS Health Examination Form (mandatory) & Dental Health Form (optional)
Transportation K-1 Designation Form	NYS Migrant Education Program – Parent Survey (migrants only)
Transportation Form (if applicable)	Landlord Verification Form (renters)
Permission to Publish Revocation Form (Media Form)	District Resident Form (living with a District resident)

### You will also need the following documentation:

- **Proof of Age:** Certified birth certificate or baptismal record. If neither is available, student’s passport will be accepted. In the event that the aforementioned is unavailable, other proofs of age considered include: official driver’s license, state or other government issued identification, school photo identification with date of birth, consulate identification card, hospital or health records, military dependent identification card, documents issued by federal, state or local agencies, court orders or other court-issued documents, Native American tribal documents, and records from non-profit international aid agencies and voluntary agencies.
- **Immunization Record:** Prepared and signed by a physician or authorized person showing vaccines and dates of administration.
- **Custody Papers:** Required in cases of divorce, re-marriage, guardianship, etc. **Legal documents should clearly list the custodial parent.**
- **Parent or Guardian Photo Identification:** Driver’s license, learner’s permit or non-driver ID, passport or government issued ID.
- Most recent report card and/or school transcript, if available.
- **Proof of Residency:** See list below for acceptable documentation.

## PROOF OF RESIDENCY

**If you own your home** within the School District, please bring **ONE** of the following items showing your name and full street address: most recent pay stub, declarations page from homeowner’s insurance policy, or most recent utility bill. Other items that will be considered include: current driver’s license, current learner’s permit or non-driver ID card, latest income tax form, voter registration card, membership documents based upon residency, e.g., library card, state or other government issued identification, documents issued by federal, state or local agencies.

*If you’ve recently purchased your home, please provide a copy of the Bargain and Sale Deed (from your closing papers) and a copy of the declarations page (from your homeowner’s insurance policy).*

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**If you rent your home** within the School District, please bring your ORIGINAL LEASE OR RENTAL AGREEMENT showing TERM OF LEASE **OR** have the **Landlord Verification Form** (must be notarized) completed. In addition **ONE** of the following items showing your name and full street address must be submitted: most recent paystub, most recent utility bill, or rental insurance policy. Other items that will be considered include driver’s license, learner’s permit or non-driver identification card, membership documents based upon residency, e.g., library card; state or other government issued identification, documents issued by federal, state or local agencies.

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**If you are living with a District resident** and do not pay rent, please use the **Parent/Guardian & District Resident Form – Use this form if living with a relative or friend** (must be notarized). The form must be completed by the resident you are living with and **ONE** proof of residency as listed above must also be submitted.

## ADDITIONAL REGISTRATION/INFORMATIONAL FORMS

Application for Free or Reduced Price School Meals	<a href="http://www.pawlingschools.org/food_services">http://www.pawlingschools.org/food_services</a>
School Menus	<a href="http://www.pawlingschools.org/food_services">http://www.pawlingschools.org/food_services</a>
School Calendar	<a href="http://www.pawlingschools.org/calendar">http://www.pawlingschools.org/calendar</a>
McKinney-Vento Information	<a href="http://nysteachs.org/wp-content/uploads/2018/08/INF_TEACHS_QuickTipsParents_042618.pdf">http://nysteachs.org/wp-content/uploads/2018/08/INF_TEACHS_QuickTipsParents_042618.pdf</a>

**NOTE TO SCHOOLS/LEAS:** Please assist students and families filling out this form. The form should be included at the top page of registration materials that the district shares with families. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the **student is not required to submit proof of residency** and other required documents that may be part of the registration packet.

### HOUSING QUESTIONNAIRE

Name of LEA: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
Last First Middle

Gender:  Male Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Grade: \_\_\_\_ ID#: \_\_\_\_\_  
 Female Month Day Year (preschool-12) (optional)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one box.)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): \_\_\_\_\_
- In permanent housing

\_\_\_\_\_  
Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)

\_\_\_\_\_  
Signature of Parent, Guardian, or Student (for unaccompanied homeless youth)

\_\_\_\_\_  
Date

If **ANY box other than "In Permanent Housing" is checked**, then the student/family should be immediately referred to the MV Liaison. In such cases, **proof of residency** and other documents normally needed for enrollment **are not required** and the **student is to be immediately enrolled**. **After** the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.

**NOTE TO SCHOOLS/LEAS:** If the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.