

PAWLING CENTRAL SCHOOL DISTRICT – REGISTRATION

It is suggested that you first verify your address is within the Pawling School District.
Using this link, <http://infotaxonline.com>, select Pawling, then enter your street name only and locate address from the list provided.
OR call the District Office at 855-2150 for assistance

**PLEASE COMPLETE ALL REQUIRED FORMS AND BRING THEM TO THE DISTRICT OFFICE LOCATED AT
515 ROUTE 22. PLEASE CALL 855-2150 PRIOR TO ARRIVAL TO ENSURE YOU CAN BE GIVEN IMMEDIATE ATTENTION.**

CHECKLIST - FORMS FOR REGISTRATION

- <Registration Form
- <Release of Records
- <Transportation Emergency Contact (Kindergarten & 1st)
- <Health & Dental Forms
- <Media Release
- <Acceptable Use Agreement-Signature Page
- <Resident Verification Form (if renting or living with a District resident-see description below)

You will also need the following documentation:

- Proof of Age – Certified Birth Certificate or Baptism Record. If neither is available, a Passport will be accepted. (In the event that the aforementioned is unavailable, other proof of age considered includes: 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; Records from non-profit international aid agencies and voluntary agencies)
- Immunization Record – Prepared and signed by a physician or authorized person showing the vaccines and dates of administration
- Custody Papers: Required in the case of divorce or re-marriage, showing Custodial Parent
- Parent or Guardian Photo Identification – Driver's License, Passport or Non-Driver Government Issued Identification
- Proof of Residency – See below for acceptable documentation
- If available, most recent report card and school transcript

PROOF OF RESIDENCY

If you own your home within the School District, please bring ONE of the following items showing your name and street address: most recent pay stub; homeowner's insurance policy; most recent utility bill. Other items that will be considered include Driver's License, Learner's Permit or non-driver ID card; 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 bring a copy of the transfer of ownership page of your closing papers.)

If you rent your home within the School District, please bring your *ORIGINAL LEASE OR RENTAL AGREEMENT showing TERM OF LEASE along with ONE of the following items showing your name and street address: Landlord verification form – must be notarized; most recent paystub; most recent utility bill; 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

***If you do not have a lease or rental agreement, please use the Landlord Verification form for your Landlord to complete and notarize. Please return the form to us along with one additional item listed above.

If you are living with a District resident and do not pay rent, please use the Resident Verification form, to be completed and notarized by the resident you will be living with, in addition to Proof of Residency as listed above.

ADDITIONAL REGISTRATION/INFORMATIONAL FORMS

- 2014-15 Application for Free and Reduced Price School Meals <http://www.pawlingschools.org/departments.cfm?subpage=1009079>
- School Menus <http://www.pawlingschools.org/departments.cfm?subpage=1009079>
- School Calendar <http://www.pawlingschools.org/departments.cfm?subpage=1009079>
- McKinney Vento Information <http://www.nysteachs.org/media/TipsforParents.pdf>

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 Female Date of Birth: ____/____/____ Grade: ____ ID#: _____
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.