



COLLABORATIVE ARTS MIDDLE SCHOOL

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NYC DEPARTMENT OF EDUCATION ENROLLMENT DOCUMENTATION REQUIREMENTS

- Child's birth certificate or passport
- Child's immunization records
- Proof of address, which may be verified by any **two** of the following:
 - A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority must be dated within the past 60 days
 - Documentation or letter on letterhead from a federal, state, or local government agency including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address; must be dated within the past 60 days.
 - An original lease agreement, deed or mortgage statement for the residence
 - A current property tax bill for the residence
 - A water bill for the residence, must be dated within the past 60 days

Please note: None of the documents listed above will suffice alone. A telephone bill, cable bill, credit card bill, medical insurance card, or driver's license is **not** acceptable proof of address. If you are subletting an apartment or home, or if more than one family shares a living space, you must present an affidavit from the leaseholder or homeowner and attach any two of the above acceptable proofs of address in accordance with Chancellor's Regulation A-101.

- Child's latest report card/transcript (if available)
- Child's Individualized Education Program (IEP) and/or 504 Accommodation Plan (if applicable & available)