

PROCEDURES AND REQUIREMENTS FOR STUDENT ENROLLMENT

We enroll all children who meet the age, residency, and public health requirements established by New York State law. We also enroll students who are considered homeless, following the standards and procedures of federal and state law.

Joanna Johnson, Registrar

315/822-2833

Office location: Middle School – District/Business Office Entrance

Conditional Enrollment and Attendance

When a child's parent, or a person in parental relation to a child, requests enrollment of the child in our school district, we enroll the child on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. Enrollment is considered conditional pending our review of documentation presented by the child's parent, or the person in parental relation to the child. The child shall continue to be conditionally enrolled, and expected to attend school pending a complete review of documentation, as well as the duration of any review of an unfavorable decision.

Process and Documentation for Enrollment Review

The determination regarding the student's eligibility for continued enrollment, including the student's residency status is made by the Principal and/or Superintendent. The required documentation should be provided to the registrar.

For purposes of processing an enrollment request, the district does not request a Social Security card or number, and does not request any information about the immigration status of the child or the adult requesting the student's enrollment.

Residency

The District seeks documentation to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence.

To establish that the child resides with the parent or person in parental relation, the District requests that the adult sign an affidavit that the child lawfully resides with them. In the case of a person in parental relation, the affidavit must also state that the adult has total and permanent custody and control of the child, and explain how they obtained that custody and control.

To establish that the adult maintains a residence in the District, the District first requests the following documentation at time of registration:

- A copy of residential lease or proof of ownership of house
- Utility bill
- Driver's license [showing address in district]
- Voter registration documents

Age of Child

A Child will be enrolled if the child will be age five before December 1 of the school year for which the student seeks to enroll, and will be enrolled through the school year in which the child either completes high school graduation requirements or reaches age 21.

If there is available a certified transcript of a birth certificate or record of baptism, including a certified transcript of a foreign birth certificate or certificates of baptism, no other form of evidence will be accepted to establish the child's age.

If a certified transcript of a birth certificate or record of baptism is not available, the District will request a passport, including a foreign passport, to establish the child's age. If none of these documents are available the District will consider other documentation, including but not limited to the types in the following list [provided those documents have been in existence for two (2) years or more]:

- Immunization record
- Court order/issued documents
- State or other government issued identification providing a date of birth or age

Determination Regarding Continued Enrollment

In the usual case, a determination of whether the child is entitled to continue attendance in the District will be made by the Principal and/or Superintendent within three (3) business days of the child's initial enrollment. This time period may be extended where additional documentation is required, or verification is required. Each parent or person in parental relation who seeks to enroll a child will be provided reasonable opportunity to submit available information. A written notification of the determination will be provided to the parent or person in parental relation if it is determined the child is not entitled to attend school in the District.

The determination of a child not entitled to attend the District may be appealed to the Commissioner of Education, in accordance with Education Law 310, within thirty (30) days of the date of the determination, and that the instructions, forms, and procedures for taking such an appeal (including translated versions of the instructions and forms) may be obtained from the Office of Counsel at www.counsel.nysed.gov or by mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234, or by calling the Appeals Coordinator at (518)474-8927.