

Holland Patent Central School District

SUPERINTENDENT'S REGULATION

STUDENTS

6014.6

NEW STUDENT RESIDENCY/ENROLLMENT CHECKLIST

Welcome to the Holland Patent Central School District! Enrollment of a new student will be on a conditional basis, and attendance will begin as soon as proof of required immunizations is presented. In order for a new student to continue to be enrolled, you will need to complete the steps below. **These steps must be completed before proceeding through the enrollment process and obtaining a class schedule.**

The Superintendent or Superintendent's designee, the Assistant Superintendent, makes a determination of whether the child is entitled to continue attendance in the District 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.

A current photo identification of the parent/guardian is required to register all students. Parent/Guardian must be a present in order to verify identity. Acceptable forms of identification include a current passport, Driver License, or Military ID.

Step One: Residency Before your student is issued a class schedule, you must establish residency within the attendance boundaries of the school in which your student will register. To establish a student's residence, the parent/legal guardian must supply two (2) types of documentation (**ONE from each group below showing name and residence address**)

Group 1

- Notarized Letter WITH the following:**
 - Parent/Guardian names (s)
 - Homeowner name & telephone number
 - Verification of occupancy for current school year
- Notarized Current Rental/Lease Agreement WITH the following:**
 - Parent/Guardian names (s)
 - Manager or owner name & telephone number
 - Verification of occupancy for current school year
- Current Property Tax Bill** (online copies not accepted)
- Current Homeowner's or Renter's Insurance Policy or Declarations** (not a bill/statement)

Group 2

- Current State or Federal Tax Returns WITH W-2 OR 1099 attached**
- Current Payroll Check Stub WITH name & address** (not a personal check) ***within 30 days***
- Current correspondence from an official Government agency not used in group 1.**
 - IRS/Social Security/Child Support/Foster Care
 - Voter Registration/Polling information
 - Jury Summons/Subpoena
 - ANY Current Document from Federal, State, or County agency **excluding DMV**
 - Utility Bill

NOTE: If you are unable to immediately supply one item from Group 2, then you must provide a document from Group 2 within 30 day from date of registration.

*"I attest that the above information I have provided to the Holland Patent Central School District is true and accurate. I understand that any changes in residency (address, telephone number, guardianship, etc) must be reported to School Tools Officer, Michelle Potaczala within 72 hours, and verified within 30 days. I also understand that falsification of information will be grounds for invalidating the student's enrollment in school and **repayment** to Holland Patent Central School District for cost incurred during the validation of residency process."*

Step Two: Transcripts & Immunizations New students must provide current transcripts from their last school to help facilitate class placement. Students must also submit current immunizations in order to attend school.

Step Three: Submit Documents All documents (residency, transcripts and immunization) must be presented to the registrar's office at your school. You will be given an appointment to meet with the school registrar/counselor and will receive additional information about the enrollment process.

Step Four: Pick up your student's class schedule Students' class schedules are distributed during the school's office hours. Please check the school's website for exact dates and times.

Approved by the Superintendent: 01/08/14, 05/19/15, 03/27/19, 01/04/2021