

**HOLLAND PATENT CENTRAL SCHOOL DISTRICT**  
**9601 Main Street**  
**Holland Patent, New York 13354**

**NEW STUDENT RESIDENCY/ENROLLMENT CHECKLIST**

Welcome to the Holland Patent Central School District! In order for a new student 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.**

**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 2017-18 school year
- Notarized Current Rental/Lease Agreement WITH the following:**
  - Parent/Guardian names (s)
  - Manager or owner name & telephone number
  - Verification of occupancy for 2017-18 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 of 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**

**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 Registrar located in District Office 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.