REQUIRED DOCUMENTS
FOR ALL STUDENT REGISTRATION

Parents/Guardians must register their child in-person at the Central Registration Office, located at 55 New Turnpike Road. Students under the age of 18 must be accompanied by a Parent/Guardian.

Office hours are 8:00 AM - 11:30 AM / 12:30 PM – 3:30 PM
Central Registration 518-233-6836 / Fax 518-235-7436

REQUIRED FORMS/DOCUMENTS TO BE COMPLETED AND RETURNED TO CENTRAL REGISTRATION

1. Registration packet
2. Birth Certificate
3. Proof of residency (utility bill showing activation, Spectrum bill, Dept of Social Services, US Postal Office, mortgage statement, lease agreement – Dated within 30 days of residing in district which reflects parent/guardian’s name). We also complete a residency check and you will be called before this is done.
4. A copy of your most recently issued driver’s license or photo ID
5. Proof of custody if requested or DSS2999 form if foster child
6. Current immunization records & most recent physical examination signed by doctor.
7. Last report card / transcript
8. If Special Ed, IEP