



LANSINGBURGH CENTRAL SCHOOL DISTRICT
55 New Turnpike Road
Troy, New York 12182
www.lansingburgh.org

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