

## Elmsford Union Free School District Registration Requirements

Student registration is completed at Alexander Hamilton High School - Room 103. Phone 914-592-3758

**Registration hours are:** Monday & Wednesday: 8:30-11:00 A.M.  
Tuesday & Thursday: 1:30-4:00 P.M.

**Collection of packets will occur at the above times only. Please be advised that packets will not be accepted at any other time.**

All incoming students are required to provide the following documentation. **A student cannot be assigned to a school if anything is missing.**

- Registration Application Form - completed, signed, and notarized**
- Original birth certificate or Passport**  
Kindergarten- A child must be **five years old** on or before **December 1<sup>st</sup>**.  
Pre-Kindergarten- A child must be **four years old** on or before **December 1<sup>st</sup>**.
- Proof of Guardianship/Custody Papers**
- In cases of divorce
  - Child is not living with natural parent(s)
- PLEASE MAKE US AWARE OF AND PROVIDE DOCUMENTATION OF ANY ORDER OF PROTECTION ISSUES.**
- Social Security Number** (if available)
- Proof of Residency**  
Students **MUST PHYSICALLY RESIDE** with parent/guardian at the address given to the district **at the time** of registration.

	<b>Home Ownership 3 Documents</b>	<b>Renters 3 Documents</b>	<b>Living with Family Members or Friends 3 Documents</b>
1	Closing Statement or Deed	Signed Landlord Lease**	Closing Statement, deed or signed lease verifying the residency of the family member or friend
2	Telephone or Cable Bill for the Elmsford USFD address	Notarized Landlord Affidavit Resident Affidavit	Notarized Landlord Affidavit Resident Affidavit
3	Recent Utility Bill	Recent Utility Bill	Recent Utility Bill

**\*\*If the lease is not available a rent receipt from the landlord, must also be submitted.**

**In addition, the following documents and others will be required at the building level before placement is made.**

- School Records**  
Sign "Request for Records," current report card, transcript, test results, IEP, Section 504 Plan
- Current and up-to-date Immunization and Health Records**  
Physician's signature and/or stamp of the health facility **AND** documentation of month, day, and year for each documentation of month, day, and year for each vaccination  
**Note:** The NYS Education Department mandates that school districts enforce Public Health Laws' requirement for immunization of children attending school.
- Physical Examination**  
Required for all new entrants and for students entering grades K, 1, 3, 7, and 10  
**Must be given to school nurse within 30 days of entering school.**
- Acceptable Use Policy-** Signed by both parent/guardian and student

Parents/Guardians are responsible for payment of tuition if the parent's residency is not within the Elmsford Union Free School District. If children move out of the district, their parents/guardians are responsible for withdrawing them in accordance with the district policy or for paying tuition. The Elmsford Union Free School District will seek restitution for tuition if it is deemed that the student is not a resident of the district.