

Waterford-Halfmoon Union Free School District **125 Middletown Road, Waterford, NY 12188**
Telephone: (518)237-0800
District Office Extension: 3309
Jr./Sr. High School Office Extension: 3701
Jr./Sr. High School Guidance Extension: 3314
Elementary Office Extension: 3501
Central Registration Office Extension: 3710

STUDENT REGISTRATION GUIDELINES

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- **TWO forms of Proof of Residency are required before a student will be registered. Items reflecting a P.O. Box are not valid proof of residency. All items must be dated within the last 30 days.**

Proof of residency consists of a bill or statement with your current name and home address pre-printed on it. You must provide **TWO** from the list below.

- Copy of signed lease; deed; or mortgage statement
- Statement by third party landlord, owner, or tenant from whom the parent/guardian lease from or live with
- Such other statement(s) by a third party establishing the physical presence of the parent/guardian in the school district
- Pay stub
- Income tax form
- Utility or other bills (within 30 days)
- Membership documents based upon residency (e.g., library cards)
- Voter registration document
- Official driver's license, learner's permit, or non-driver ID
- State or other government issued identification
- Documents issued by federal, state, or local agencies
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers

- **Proof of Identity for Parent/Guardian is required before a student will be registered.**

The parent/guardian registering the student(s) must provide valid photo identification. The following items are accepted:

- Valid state issued driver's license or non-driver's Identification
- Original passport
- Valid NYS work-issued photo identification

- **Proof of Date of Birth is required before a student will be registered.** The following items are accepted:
 - Original birth certificate
 - Record of baptism
 - Original passport

Alternate forms are requested if above documents are not available:

 - Student's valid state issued driver's license
 - State or other government issued identification
 - School photo identification with date of birth
 - Consulate identification card
 - Hospital or health records
 - Military dependent identification card
 - Documents issued by federal, state, or local agencies
 - Court orders or other court-issued documents
 - Native American tribal documents
 - Records from non-profit international aid agencies and voluntary agencies

- **Record of Immunizations:** Proof of required immunizations is requested at registration. If the information is not available at the time of registration, a student may enter school; however immunization information **must be submitted within 14 days** to the school. Students entering from another state or country have 30 days to submit proof of immunizations. Incoming kindergarten students must be fully immunized prior to starting school with a signed document from your physician on file in the school nurse's office.

- **School Records/Transcripts:** These documents are required for proper grade placement.
 - **Transcripts** – most up to date, official transcripts for secondary students
 - **Current Schedule** – most current schedule for secondary students
 - **Report Card** – latest report card for elementary students
 - **IEP** – (Individual Education Plan) if applicable

***Please note that your child's placement for school **may be delayed** if you do not bring the above information with you.

- **Proof of Guardianship:**
 1. Registering parent's name listed on the student's birth certificate
 2. Court papers if granting custody

Important Note Regarding Release of Students from School:

The school district shall presume that either parent of a student has authority to obtain the child's release from school. However, a student shall not be released to a non-custodial parent if the district has been provided with a certified copy of a legally binding instrument, such as a court order or decree of divorce, separation or custody, that indicates the non-custodial parent does not have the right to obtain such release.