

**BRENTWOOD UNION FREE SCHOOL DISTRICT
Brentwood, New York 11717**

**NEW STUDENT REGISTRATION/CHANGE OF ADDRESS*
PARENT OR GUARDIAN, PLEASE BRING PHOTO I.D. ALONG WITH THE FOLLOWING:**

- BIRTH CERTIFICATE** – (ORIGINAL COPY WILL ONLY BE ACCEPTED FOR KINDERGARTEN)
- IMMUNIZATIONS** – Required under NYS Department of Health (*see health.ny.gov/immunization)

VACCINES	PRE-K	KINDERGARTEN	GRADES 1-5	GRADES 6-12
DPT/DTaP	4 doses	4-5 doses*	4-5 doses*	3 doses*
TDAP	N/A	N/A	N/A	1 dose*
POLIO	3 doses	3-4 doses*	3 doses	3 doses*
MMR	1 dose	1 dose	2 doses	2 doses
HEP B	3 doses	3 doses	3 doses	3 doses
VARICELLA	1 dose	2 doses	1 dose	2-1 doses*
HIB	1-4 doses*	N/A	N/A	N/A
PCV13	1-4 dose*	N/A	N/A	N/A

ALL IMMUNIZATION DATES ARE MANDATORY AND MUST HAVE A DOCTOR’S SIGNATURE.

- PLACEMENT RECORDS** – Elementary students require a transfer card, or report card. Special Education Students require a copy of the IEP (Individual Educational Program). Secondary students require a transcript of grades and courses completed.
- *RESIDENCY PROOF** – All parents or legal guardians registering students must be residents of the Brentwood School District. *All Proof of Residency must be current (with in 30 days of registration).*

For Homeowners	For Tenants
Mortgage, Deed, Closing Statement or current Tax Bill	Notarized Rent Receipt or Lease from Homeowner
2 original bills (utility, credit card, bank statement, etc)	2 original bills (utility, credit card, bank statement etc)
Homeowner Affidavit notarized	Homeowner’s notarized Affidavit
	Notarized Tenant Affidavit

These are examples and the list is non-exhaustive. No personal correspondence will be accepted

- GUARDIANSHIP CASES** – Anyone registering a student, except the parent(s) must meet with the Coordinator of Census and Attendance and present evidence of guardianship.
- FOSTER CASES** – All foster parents must present at the time of registration of a foster child, a placement letter from the agency, on their letterhead indicating the foster parent’s name plus date of birth and grade of each student to be registered. Agency must also include health history and dates of mandatory immunizations of each student, and a DSS 2999 form with CIN/Medicaid number, ACS or SOO number for each student. Only agency caseworker can register Special Education students.
- STEPPARENTS** – Must present at the time of registration a copy of their marriage certificate.
- HOURS** – The registration office is located at the Felicio Administration Building, 52 Third Ave, Brentwood, NY 11717, is open Monday through Friday from 8:00 a.m. to 2.00 p.m.
- The Homeless Liaison located at Central Registration will facilitate and expedite registrations for families residing in temporary housing situations (i.e. shelters, self-declared, unaccompanied youth).
- Testing or evaluation appointments may be necessary at another day. If there is a problem that cannot be resolved, please make an appointment to discuss the problem with an attendance staff member, at 434-2301.

Your cooperation in meeting these requirements will be appreciated in helping us promptly place these new children as early as possible.