

BRENTWOOD UNION FREE SCHOOL DISTRICT  
Brentwood, New York 11717

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

1. **PROOF OF AGE:** Certified birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth. Where the birth certificate or record of baptism is not available a passport (including a foreign passport) may be used. If none of these documents are available, other documentary evidence in existence for two (2) years or more can be used to determine a child’s age (examples include, but are not limited to, official driver’s license, state or other government issued identification, school photo identification with date of birth, consulate identification card, military dependent identification card, documents issued by federal, state or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement), court orders or other court-issued documents, Native American tribal document, or records from non-profit international aid agencies and voluntary agencies). .
  
2. **IMMUNIZATIONS:** Required under NYS Department of Health (\*see [health.ny.gov/immunization](http://health.ny.gov/immunization))

<b>VACCINES</b>	<b>PRE-K</b>	<b>KINDERGARDEN</b>	<b>GRADE 1-5</b>	<b>GRADE 6</b>	<b>GRADE 7-12</b>
DPT/DTap	4 doses	4-5 doses*	4-5 doses*	3 doses*	3 doses*
TDAP	N/A	N/A	N/A	1 dose*	1 dose*
POLIO	3 does	3-5 doses*	3 doses*	3-5 doses*	3 doses*
MMR	1 does	2 doses	2 doses	2 doses	2 doses
HEP B	3 doses	3 doses	3 doses	3 doses	3 doses
VARICELLA	1 dose	2 doses	1 dose	2 doses	1 dose
HIB	1-4 doses*	N/A	N/A	N/A	N/A
PCV13	1-4 doses*	N/A	N/A	N/A	N/A

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

No child may be admitted to, or allowed to attend, school for more than 14 days without an appropriate immunization certificate or other acceptable evidence of immunization. A school principal may extend this 30 day period on a case-by-case basis when a student has transferred from another state or country and can show a good faith effort to get the necessary certificate or other evidence of immunization.

3. PLACEMENT RECORDS: To the extent that the family has them, the following documents are requested to be provided: (a) Transfer card or report card for Elementary Students; (b) a copy of the current IEP (Individual Education Program) for Special Education Students; and (c) transcript of grades and courses completed for Secondary Students.
4. RESIDENCY PROOF: All parents or guardians registering students must be residents of the Brentwood School District. Parents or guardians must submit documentation and/or information as evidence of the physical presence of the parent or guardian in the Brentwood School District. Such documentation may include: (a) copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; (b) a statement by 3<sup>rd</sup> party landlord or owner, or tenant from whom the parent or guardian leases or shares property within the Brentwood School District; (c) statements by third parties relating to parent's or guardian's physical presence in the Brentwood School District; and/or (d) other forms of documentation and/or information establishing physical presence in the Brentwood School District which may include, but not limited to, pay stub, income tax form, utility or other bills, membership documents based on residency, voter registration documents, official driver's license, learner's permit or non-driver identification, state or other government issued identification, documents issued by federal, state or local agencies (e.g., local social services agency, federal Office of Refugee Resettlement). All parents or guardians have three (3) business days after initial enrollment to submit documentation and/or information in support the child's residency in the District.
5. GUARDIANSHIP CASES: Anyone registering a student who is not the parent of the child must provide the Brentwood School District with an affidavit which indicates that they are the guardian whom has total and permanent custody and control of the child. The affidavit must describe how they obtained total and permanent custody and control, whether through guardianship or otherwise. The District does not require the submission of a judicial custody order or an order of guardianship as a condition of enrollment. The Brentwood School District has a form Parent/Guardian Affidavit which can be (but is not required) utilized.
6. 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.
7. HOURS: The registration office is located at the Felicio Administration Building, 52 Third Avenue, Brentwood, New York 11717. The office is open Monday through Friday from 8:00 a.m. to 2:00 p.m.
8. The Homeless Liaison located at Central Registration will facilitate and expedite registrations for families residing in temporary housing situations in accordance with the McKinney Vento Act.

9. 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 (631) 434-2301.

Your cooperation in meeting these requirements will be appreciated in helping us to ensure that all eligible students are admitted to the Brentwood School District without undue delay (i.e. all eligible students shall be enrolled and begin attendance on the next school day, or as soon as practicable).