

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:

1. **BIRTH CERTIFICATE** – (ORIGINAL COPY WILL ONLY BE ACCEPTED FOR KINDERGARTEN)
2. **IMMUNIZATIONS** – Proof of mandatory immunization for DPT, POLIO and HEPATITIS B (series of 3), 2 MMR (administered **AFTER** one year of age) or 2 MEASLES, 1 MUMPS AND RUBELLA. All children born on or after 1/1/1994 must have a VARICELLA shot, administered **AFTER** one year of age. TDAP is needed for all students born on/after 1/1/94 and entering 6-10th grades. *Pre-school children must have DPT, POLIO and HEPITITIS B SERIES, 1 MMR (after 1st birthday), 3 shots of HIB or one shot given after 15 months of age and 4 shots of PCV7. A certificate indicating the results of Lead testing should also be presented upon registration.* **ALL IMMUNIZATION DATES ARE MANDATORY AND MUST HAVE A DOCTOR'S SIGNATURE.**
3. **PLACEMENT RECORDS** – Elementary students require a transfer card, or report card. Special Education Students require a copy of IEP (Individual Educational Program). Secondary students require a transcript of grades and courses completed.
4. ***RESIDENCY PROOF** – All parents or legal guardian registering students must be residents of the Brentwood School District. For resident students to attend District schools, **THREE** proofs of residency shall be required as follows: A mortgage or closing statement, a deed, a notarized signed lease, or a current notarized rent receipt (with address written on receipt) for a home in the District and any **TWO** of the following: An original bill stating residency, Driver's license/DMV I.D. card, Bank statement, Voter registration card or DSS declaration (postmarked no more than 30 days of registration). **In addition, homeowners will need a notarized affidavit of legal residence. Rental tenants will need notarized affidavits of residency completed by both the tenant and homeowner.**
5. **GUARDIANSHIP CASES** – Anyone registering a student, except the parent(s) must meet with the Coordinator of Census and Attendance and present evidence of guardianship.
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. Only agency caseworker can register Special Education students.
7. **STEPPARENTS** – Must present at the time of registration a copy of their marriage certificate.
8. **HOURS** – The registration office is located at 795 Wisconsin Avenue, Special Services Building (green building next to the Oak Park School) and is open Monday through Friday from 8:00 a.m. to 2.00 p.m.
9. 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).
10. Testing or evaluation appointments may be necessary at another day.
11. 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.