



2023 SUMMER REGISTRATION

Monday, August 28th — Wednesday, August 30th
Beginning at 8:00AM

Numbers will be handed out on Monday, 08/28 in order of arrival.
Processing at least 25 applicants each day

Registration Policies as per Chancellor's Regulation A-101

The parent should have:

1. **Proof of age**, such as a birth certificate, passport (including a foreign passport), or record of baptism (which includes date of birth).
2. Child's **immunization records**: if available
3. Child's **educational records**, such as latest report card/transcript; if available
 - For children who are new to the NYC school district and do not have educational records or whose educational records are older than two school years, grade placement will be made as follows:
 - **Children** will be provisionally registered based on age; for children of high school age, if the child turns 15 before the end of the school year (on or before June 30th), the child will be registered in 9th grade.
 - **The principal** will evaluate whether another grade placement would be more instructionally appropriate. The principal will consult with the Superintendent and provide evidence to justify any recommendation. The Superintendent will make the final decision concerning the appropriate grade level for the child.
 - If the **principal** receives additional or newer educational records, they will then adjust the grade placement.
 - Verifiable **proof of address**: Proof of address must be provided when enrolling a child in school. A telephone bill, credit card bill or medical insurance card is **not acceptable proof of address**.
4. Verifiable proof of address: Proof of address must be provided when enrolling a child in school. A telephone bill, credit card bill or medical insurance card is **not acceptable proof of address**.

Proof of address must be demonstrated by any two (2) of the following documents, each of which must state the home address.

- A lease agreement, deed or mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison); must be dated within the past 60 days;

- A bill for cable television services provided to the residence; must include the name of the parent and address of the residence and be dated within the past 60 days;
- documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the NYC Human Resources Administration, or the NYC Administration for Children’s Services (ACS), or an ACS subcontractor, indicating the resident’s name and address; must be dated within the past 60 days;
- A current property tax bill for the residence;
- A water bill for the residence; must be dated within the past 90 days;
- Rent receipt which includes the address of residence; must be dated within the past 60 days;
- State, city, or other government issued identification (including an IDNYC card); which has not expired and includes the address of residence;
- Income tax form for the last calendar year;
- Official NYS Driver’s License or learner’s permit, which has not expired;
- Official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer’s letterhead is not adequate); must include home address and be dated within the past 60 days;
- Voter registration documents, which include the name of the parent and the address of residence.

If you are not the lease holder of the residence, you MUST submit a Residency Affidavit along with the two (2) proofs of residence in the lease holder’s name.

