

PATCHOGUE-MEDFORD SCHOOLS
OFFICE OF CENTRAL REGISTRATION

Saxton Middle School
121 Saxton Street
Patchogue, NY 11772
(631) 687-6430 ♦ Fax: (631) 687-6433
Hours of Operation:
Mon-Fri 8:00 a.m. to 4:30 p.m.
Summer and School Vacation Hours: Mon-Fri 8:00 a.m. to 3:00 p.m.

Registration Instructions for Parents/Guardians
Seeking to Register a Student in the Patchogue-Medford School District

These instructions should provide you with an understanding of the registration and enrollment process at the Patchogue-Medford Union Free School District. If you have any questions or concerns regarding the process, please call the Director of Pupil Services at (631) 687-6440.

Prior to arriving at the Office of Central Registration, please refer to the following information to ensure that you have the proper documentation to start the registration process. When you arrive at the Office of Central Registration, a staff member will introduce himself/herself and ask you the purpose of your visit. If you cannot speak English and the District employee does not speak your language, the District employee will seek assistance from another District employee to assist you.

The District employee will answer any questions that you may have about the registration and enrollment process. If you are coming in to register a child, the District employee will take all of your documents and information to aid in the registration process.

These documents include:

A. Proof of Age

When available, a 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 will be used to determine a child's age. If either of these documents is available, the District will not require any other document to determine a child's age. If these documents are not available, a passport (including a foreign passport) may be used to determine a child's age. If a passport is not available, the District will consider other documentary or recorded evidence in existence for at least two (2) years to determine a child's age. Other evidence may include, but not be limited to, the following:

- (1) Official driver's license;
- (2) State or other government-issued identification;
- (3) School photo identification with date of birth;
- (4) Consulate identification record;
- (5) Hospital or health records;
- (6) Military dependent identification card;
- (7) Documents issued by Federal, State, or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement);
- (8) Court orders or other court-issued documents;
- (9) Native American tribal document; or

- (10) Records from non-profit international aid agencies and voluntary agencies.

If the above documents originate from a foreign country, the District may request verification from the appropriate foreign government or agency, but that will not be your responsibility. It will not delay enrollment. The District will not demand that you translate any documents or verify proof of age, beyond providing the above documents.

PLEASE NOTE: If you cannot provide proof of age, your registration will not be delayed. However, documentation establishing the student's age must be provided to the Office of Central Registration within three (3) business days of starting your registration process.

B. Proof of District Residency

To establish that the student you are registering lives in the Patchogue-Medford Union Free School District, the following proof of residency shall be required:

1. Homeowners may provide:

A mortgage or closing statement, or a deed or tax bill to prove ownership, or a notarized homeowner affidavit, and any **two** of the following:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (e.g., library cards) based upon residency
- Voter registration document(s)
- Local tax bill
- Telephone bill
- Electric bill
- Water bill
- Oil company bill
- Insurance bill
- 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 service agency, Federal Office of Refugee Resettlement)
- Evidence of custody of the child, including, but not limited to, judicial custody orders or guardianship papers
- Bank statement
- DSS Declaration
- Other original documents evidencing residency

2. Tenants may provide:

A notarized and sworn landlord affidavit, or a notarized landlord statement, or a notarized third-party statement, or a notarized residency affidavit, or a notarized rent receipt, or notarized lease, and any **two** (2) of the following:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (e.g., library cards) based on residency
- Local tax bill
- Telephone bill
- Electric bill
- Water bill
- Oil company bill
- Insurance bill
- Official driver's license, learner's permit, or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by Federal, State or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement)
- State or other government-issued identification
- Other original documents evidencing residency

PLEASE NOTE: If you cannot provide proof of residency, your Registration will not be delayed. However, documentation establishing district residency must be provided to the Office of Central Registration within three (3) business days of starting your Registration process.

3. In addition to the above, a person other than a natural parent, but in parental relation, must present **one** (1) of the following:

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as foster parent
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student
- Documents issued by Federal, State or local agencies (e.g., local social service agency, Federal Office of Refugee Resettlement)

4. In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent where deemed appropriate, unless they have been deemed as unaccompanied youth according to the stipulations under the McKinney-Vento Act.

5. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy maintained in the student's file.

C. Immunization

New York State Public Health Law Section 2164 requires certain immunizations (shots) to attend school. Please check with your health care provider as soon as possible to make sure that your child has all the needed immunizations.

Please bring proof of immunization with you at the time of registration.

Proof of immunization must be **any one (1) of the three (3)** items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your County health department
- A blood test (titer) lab report that proves your child is immune to the diseases

For varicella (chickenpox), a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

PLEASE NOTE: If you do not have a record of immunization, you must provide proof within fourteen (14) days of registration, unless the student is transferring from out-of-state or from another country, and can show a good faith effort to get the necessary certification or other evidence of immunization. In such cases, the time to submit evidence of immunization may be extended to not more than thirty (30) days from the date of registration. The failure to provide a record of immunization shall not delay initial registration and/or initial enrollment.

D. Placement Records

Elementary students require a transfer card, or report card. Special Education Students require a copy of their IEP (Individualized Education Program). Secondary students require a transcript of grades and courses completed. The District will assist in verifying the student's placement records, even if said records are in a foreign language or originate from a foreign country.

PLEASE NOTE: The failure to provide placement records shall not delay registration and/or enrollment.

If the student requires testing for English proficiency or any other testing, the District employee at the time of registration will ensure that the testing occurs as soon as practical.

E. Appeals from a Registration/Enrollment Decision

If the Board of Education or its designee makes a decision to reject your application for registration or terminate your enrollment in the Patchogue-Medford Union Free School District, you have the right to appeal that decision. You have thirty (30) days from the date of the decision to file an appeal to the Commissioner of Education, pursuant to Education Law Section 310. For more detailed information please refer to the New York State Education Department website at <http://www.counsel.nysed.gov/appeals/general>.