



## ***NEW STUDENT REGISTRATION***

Welcome to the Katonah-Lewisboro School District. In order to safeguard the health of your child/children, to place your child/children in the most appropriate program, and to conform with New York State law and District Policy, we will need certain information and records. In order to complete the enrollment process, this information and the District's registration packet must be completed and submitted to the District Registrar. The registration packet may be obtained from the District website or from the District Registrar.

These documents must be submitted at the time of registration (by appointment) or within two days of enrollment in order for the District to make a timely determination as to the student's entitlement to attend District schools.

Please contact **Ms. Victoria Friedman, District Registrar**, at 914-763-7050 or [vfriedman@klschools.org](mailto:vfriedman@klschools.org) to set up an appointment to register your child(ren) and submit all required documents and forms. The Registrar will make copies of original documents during the meeting. The District Registrar is located at the District Office on the John Jay High School Campus (on the left side of the building), 60 North Salem Road, Cross River, New York.

1. Documentation of age - In order to determine, for instance, the programming needs of your child/children, you will need to provide proof of age by providing one of the following:
  - a. An original or certified transcript of a birth certificate or record of baptism (including an original or certified transcript of a foreign birth certificate or record of baptism) giving the date of birth; or
  - b. passport (including foreign passport) giving the date of birth

Where the above are not available, the School District may consider certain other documents/records in existence two years or more to determine age. One or more of these documents may be necessary. The documents are the following:

- official driver's license
- state or other government issued identification
- school photo identification with date of birth
- consulate identification card
- hospital or health records
- military dependent identification card
- Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)
- Court orders or other court-issued documents
- Native American tribal document
- Records from non-profit international aid agencies and voluntary agencies
- Note: The School District may need to verify these documents/record

2. **Proof of Residency is required. According to NY State Law, in order to register your child/children in the School District, you must be physically domiciled at your address within the School District's geographic boundaries.**

**You should provide at least one item from Section A and two items from Section B; if you cannot provide an item from Section A, you will need to provide three items from Section B.**

Section A	Section B
<ol style="list-style-type: none"> <li>1) <i>Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement</i></li> <li>2) <i>A statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the District (Attached Property Owner/Landlord Statement)</i></li> <li>3) <i>Such other statement by a third-party establishing parent(s) or person(s) in parental relation physical presence in the School District (Attached Third Party Residency Statement)</i></li> <li>4) <i>other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District. For instance: current property tax bill, current homeowner's/renter's insurance policy statement, see also list from Section B</i></li> </ol> <p><b><i>Note: The Katonah-Lewisboro School District reserves the right to contact any individual who provides a statement attesting to the physical presence in the School District of the parent(s) or person(s) in parental relation to the student requesting enrollment.</i></b></p>	<ol style="list-style-type: none"> <li>1) <i>Pay stub</i></li> <li>2) <i>Income tax form(s)</i></li> <li>3) <i><u>Current</u> utility bill or other bills (e.g., power company, cable, etc.).</i></li> <li>4) <i>Membership documents that are based upon residency</i></li> <li>5) <i>Voter registration document(s)</i></li> <li>6) <i>Official driver's license, learner's permit or non-driver identification</i></li> <li>7) <i>Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)</i></li> <li>8) <i>Evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers</i></li> <li>9) <i>Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District.</i></li> </ol>

If you have any questions regarding the fulfillment of the District's residency requirements or are homeless, please contact the District Registrar.

3. **Report Card (most recent):** from the school the student is currently enrolled. Note: For high school students, please provide a transcript with all grade levels attended as well as a schedule of current courses the student has taken within the current year. If applicable, please provide a copy of student's IEP, 504 Accommodation Plan, or other applicable documents. A release for education records from the former school (if any) will need to be completed.
4. **Immunizations:** Details of all public health requirements are outlined in the registration packet. The school nurse will review and approve immunization records prior to the enrollment of new students.
5. **Screenings:** As per New York State requirements Details all new students from out-of-state, private schools or from out of the country will be screened in the areas of health, motor skills, language skills and cognitive concepts. These short screeners are administered by staff members from your child's school during regular school hours.

6. **Parent(s)/Guardian(s) shall provide proper proof of parental relationship** - The School District may require the parent(s) or person(s) in parental relation to provide the School District with an affidavit either: (1) indicating that they are the parent(s) with whom the child/children lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child/children, over whom they have a total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise. The School District may also accept other proof, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency. Please contact the District Registrar for additional information
7. **Parent Portal Agreement** (*for new families to the District*) – If you already have a child enrolled in the Katonah-Lewisboro School District, and have previously activated your parent portal account, your kindergarten child will automatically be added to your account. If you have a child in the Katonah-Lewisboro School District, but have not activated your parent portal account, please include this document with your kindergarten registration.

**PLEASE BE ADVISED** that in order for your child/children to attend the Katonah- Lewisboro School District (“School District”), you must be a resident of the School District.

Section 210.45 of the Penal Law of the State of New York prohibits the making of a false written statement. Therefore, your statements contained in your registration application must be true and accurate.

If the School District determines at any time that you are not a resident of the School District, your child/children will be excluded from the School District. Further, you will be liable to the School District for payment of tuition from their date of enrollment through their date of exclusion, as well as the costs of collection.