



**Rochester City School District
131 West Broad Street
Rochester, NY, 14614
585-262-8241**

**Checklist of Materials and Documents
To Bring With You to Registration**

1. Proof of Residency:

Owners 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:

- Income tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Property tax bill
- Telephone bill
- RGE 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

Tenants may provide:

A [landlord statement](#), or a notarized [residency affidavit](#), or a notarized rent receipt or notarized lease, and any **two** of the following:

- Income tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Property tax bill
- Telephone bill
- RGE 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

In addition to the above, a person other than a natural parent, but in parental relation, must present **one** 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, together with [Affidavit of Natural Parent](#)
 - In circumstances wherein it is not possible to obtain the Affidavit of the Natural Parent (e.g., natural parent is incapacitated or out of the country), the District will not require submission of the Affidavit of Natural Parent.
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- Other original documents evidencing parental relation

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 pursuant to the McKinney-Vento Act.

2. Proof of Age:

- Certified birth certificate; **or**
- Record of baptism (including a certified transcript of a foreign birth certificate or record of baptism)

If these documents are not available:

- Passport (including a foreign passport)

If a passport is not available, other evidence may include, but not be limited to, the following:

- Student's official driver's license or non-driver ID;
- 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 (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.

3. Proof of Guardianship:

A Parent or guardian enrolling a student must present photo identification **AND**

- Birth Certificate with parent name on it, **or**
- Court Order Documents, **or**
- Educational Guardianship Affidavit

A person other than a natural parent, but in parental relation, must present one 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 together with Affidavit of Natural Parent
 - In circumstances wherein it is not possible to obtain the Affidavit of the Natural Parent (e.g., natural parent is incapacitated or out of the country), the District will not require submission of the Affidavit of Natural Parent.
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)

4. Health Records (Proof of immunization)

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

Proof of immunization must be **any 1 of the 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.

If you do not have a *record of immunization*, you must provide proof within fourteen days of registration, unless the student is transferring from out-of-state or from another country and can show a good faith effort to obtain 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 days from the date of registration. The failure to provide a record of immunization shall not delay initial registration and/or initial enrollment.

5. School Records (if your child has already attended school)

- Official transcripts or other school records of previous school(s) attended
- Most recent report card
- Most recent Individual Education Plan (IEP) if your child has been receiving Special Education Services

(PLEASE NOTE: If you do not have any of these records, your registration/enrollment will not be delayed.)