



REGISTRATION INSTRUCTIONS FOR PARENTS/GUARDIANS SEEKING TO REGISTER A STUDENT IN THE ROCHESTER CITY SCHOOL DISTRICT

Central Registration Office
131 West Broad Street
Rochester, NY, 14614
585-262-8241
Hours of Operation:
Monday – Friday 8:00 a.m. – 4:30 p.m.

These instructions should provide you with an understanding of the registration and enrollment process at the Rochester City School District. If you have any questions, concerns, or complaints regarding the process, please call the Department of Student Placement and Equity at (585) 262-8241.

Prior to arriving at Central Office, please refer to this document to ensure that you have the proper documentation to start the registration process. The first person you will encounter at Central Office is a security aide who will ask for photo identification. If you do not have photo identification, you will still be allowed to sign-in and proceed with the registration process. It is at this time you will be directed to the appropriate office.

When you arrive at The Department of Student Placement and Equity, a staff member will introduce himself/herself and ask you the purpose of your visit. If you cannot speak English and the District employee who makes first contact you in the Registration Office does not speak your language, the District employee will seek assistance from someone who speaks your native language.

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 District [Residency](#)

To establish that the student you are registering lives in the Rochester City School District, the following proof of residency shall be required:

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:

- Pay stub
- 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

2. 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:

- Pay stub
- 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

PLEASE NOTE: A copy of all proofs of residency provided shall be made part of the student's permanent record. If you cannot provide proof of residency, your Registration will not be delayed. However, documentation establishing district residency must be provided to The Department of Student Placement and Equity within 3 days of starting your Registration process.

B. 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 years to determine a child's age. Other evidence may include, but not 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.

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, and 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 Central Registration office within 3 days of starting your Registration process.

C. 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, **or**
- **Educational Guardianship Affidavit**

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)

A student who seeks to be recognized as emancipated must submit a personal affidavit regarding the student's circumstances, and may, in certain circumstances, be asked to also provide an affidavit from a parent. Students who have been deemed as unaccompanied youth pursuant to the McKinney-Vento Act are not required to follow this process.

D. Immunization

New York State 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 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.

PLEASE NOTE: 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 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 days from the date of registration. The failure to provide a record of immunization shall not delay initial registration and/or initial enrollment.

E. Placement Records

Elementary students require a transfer card, or report card. Special Education Students require a copy of the IEP (Individual Educational 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 (but usually not more than one to two school days from the time of registration).



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**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.)