

REGISTERING A CHILD IN THE WAPPINGERS CENTRAL SCHOOL DISTRICT

Welcome to the Wappingers Central School District. Our school district comprises ten elementary schools, two junior high schools and two senior high schools, extending over approximately 110 square miles.

Parents/guardians wishing to register their child/children in the Wappingers Central School District should **begin the process by calling the *Central Registration Office at 167 Myers Corners Road (298-5000 x 40132) and scheduling an appointment.*** Hours of operation are Mondays – Fridays from 8:00 am – 3:30 pm. Their child/children may accompany them, but this is not required. Students will be registered according to current school boundary lines. If one is unsure as to which is the assigned school for the neighborhood, he/she should contact the Central Registration Office.

The school district is required by law and by regulation to verify date and place of birth, residency status, legal custody, appropriate immunizations and academic status. **Parents/guardians will be required to provide the following documents:**

- PROOF OF BIRTH** – Examples: **ORIGINAL State-issued Birth Certificate** (not hospital birth certificate) or Original Baptismal Certificate.

- VERIFICATION OF RESIDENCY** – **two (2) proofs must be presented.** Examples: school or property tax bill, lease, and utility bills. You must be living at the address given at the time of registration. If the address where you reside is listed under someone else's name, their proofs of residency are required including a notarized letter from the named resident stating that the parent/guardian and student(s) reside with them. Please make sure that the proper name of the resident, parent/guardian and student(s) are stated in this letter. Within two weeks, you will be required to provide the district with two proofs of residency in your name. Acceptable proofs are: driver's license with current address, voter registration card, auto insurance, post office change of address or mail with the yellow post office label.

- PROOF OF GUARDIANSHIP** – This is necessary in cases of divorce, Order of Custody, or when the student is not living with the natural parent. Legal papers to prove legal guardianship or parental custody may include, for example, divorce papers, adoption papers, court order.

- IMMUNIZATION RECORDS** – New York State law requires that all students be fully immunized. Please refer to the reverse side of this letter.

- ACADEMIC RECORDS** – Examples: copy of most recent report card, marks given up to last date of attendance in former school, and any special education records you can provide.
- SOCIAL SERVICE AGENCY FORMS**, if applicable.
 - Designation of School District of Attendance for Homeless Child (provided by NYS Education Department)
 - DSS 299 Foster Child Form (provided by agency)

- ESL STUDENTS** – If your child was previously enrolled in a New York State school, and was in an ESL or Bilingual Program, please provide LAB R or NYSESLAT score.

IMMUNIZATION

New York State law requires as minimum immunization for admission to school:

K – 12 (born on or after 01/01/85)

- 3 doses of diphtheria toxoid (DPT or DT)
- 1 dose of Tdap (born on or after 1/1/94 and 6th grade students)
- 3 doses of trivalent oral polio virus vaccine
- or**
- 4 doses of inactivated polio vaccine administered after 1968
- 2 doses of live measles vaccine (administered after the age of one year)
- 1 dose of live rubella vaccine (administered after the age of one year)
- 1 dose of live mumps vaccine (administered after the age of one year)
- 3 doses Hepatitis B (**for children born on or after 01/01/93**)
- Varicella (born on or after 12/1/98 and 6th grade students)

Acceptable proof of immunization, which must be presented at the time of registration, includes a completed school district immunization form, a physician's signed record or clinic report or passport. The immunization form must specify exact dates of each of the various immunizations and must be signed by a physician. For more information, please contact the office of the ***Coordinator of Student Services*** located at 99 Myers Corners Road (298-5100 x31213).

If a child has had measles or mumps, the parent/guardian must present a certificate so stating. Such certificate must be signed by a physician.

The fax number for Central Registration is (845) 298-5083.