

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
171 Oscawana Lake Road
Putnam Valley, NY 10579

Student Registration Procedure

Welcome to the Putnam Valley Central School District. All students in **grades K-12 must enroll with the District Registrar, Valerie Aleman, located in the District office. Please make an appointment by calling (845) 528-8130 Ext. 1318.** (For all Preschool Special Education, ages 3-5, please call the Special Education Office at (845) 528-8130 Ext. 1317.)

***Please note, as a parent you have the right to refer your child for a special education evaluation if you believe they may have an educational disability. For additional information, please contact the CSE chairperson at 845-528-8130, extension 1315.**

A packet of information is attached for you to complete, but you will need to provide the information listed below to begin the registration process. All residency documents are subject to verification.

You MUST bring the following documents with you:

- Original documentation for proof of age
(i.e. Birth certificate, baptismal certificate, passport)
- Completed Immunization Record and Physical, **signed/stamped by physician**
(Physical MUST be conducted no more than 12 months prior to student's entrance into school)
- Your child's educational records, as applicable
(i.e. report card, IEP, Section 504 plan)
- Divorce/Separation and/or Custody papers (if applicable)
- Guardianship papers (if applicable)
- Care/Control papers (if applicable)
- Foster Child Data sheet (if applicable)
- Order of Emancipation or Affidavit of Emancipation (if applicable)

(continued on next page)

You MUST demonstrate proof of residency by providing the following documents:

- Statement of Legal Residency affidavit (notarized)
- AND**
- Residency Questionnaire

As well as the following original documents reflecting the address:

For Homeowners: **You must present three (3) documents, as follows:**

Original deed, Property or School tax bill

AND

Two (2) of the following current documents (dated within the last month) in the Homeowner's name:

Property Insurance Certificate
Mortgage Statement
Utility bill (These include gas, electric, oil, telephone, and cable/satellite)

Note: Documents with only a P.O. Box address will not be accepted.

For Renters: **You must present three (3) documents, as follows:**

A valid and fully executed lease for the rental unit, which includes the landlord's address and telephone number and the rental property address.

OR

A Completed, Signed and Notarized Affidavit of Property Owner/Landlord

AND

Two (2) of the following current documents (dated within the last month) in the Renter's name:

Utility bill (you may choose two)
Property Insurance Certificate
Court documents
Letters from Agencies or caseworks
Section 8 or Municipal Housing Statement

Note: Documents with only a P.O. Box address will not be accepted.