

**Union-Endicott Central School District**  
**Student Transfer Registration**  
**Instructions and Forms**

This page of our web site is primarily intended for parents or guardians of students who are transferring into the Union-Endicott Central School District from other school districts in New York or elsewhere. That process can sometimes be complicated. This page contains instructions for completing the transfer registration process, as well as downloadable copies of all the forms that must be filled out as part of the registration process. Following the instructions below will help parents and guardians be able to complete the process as quickly and easily as possible, without the need to scramble in search of required documents or records.

Generally, the registration process can be broken down into three steps:

- First, parents or guardians should begin collecting certain documents that are necessary during the registration process. These include documents required under state law to show current immunizations, proof of residency, and proof of age, and other materials that help the District place the child into the best learning environment,
- Second, parents or guardians should fill out the registration forms available on this web site, and
- Third, parents or guardians should make a Registration Appointment to visit the District and submit the required forms and documents.

Each step of the registration process is described in more detail below:

**STEP 1: Begin Assembling Documents**

To make the registration process go as quickly and smoothly as possible, parents or guardians should begin assembling certain types of documents pertaining to their child. The specific kinds of documents that parents must present to the District include the following:

**Immunization Records**

Immunization records are required for all public school students in New York. Ideally, parents or guardians should bring their child's immunization records to the Registration Appointment. New students may be expelled from classes if immunization records are not provided within 30 days after registration, however parents must show proof of intent to begin immunizations within 14 days of enrollment. Some medical or religious exemptions may apply. Please talk to the Registrar for more information.

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### **Parent/Guardian Photographic Identification**

Each individual identifying himself or herself as a parent or guardian of a child being registered should come to the Registration Appointment with a form of government-issued photographic identification confirming his or her identity.

### **Custody Papers**

If a child is the subject of any legal custody agreements imposed by a family court, parents or guardians should present copies of those documents during the Registration Appointment. Only the parent specified on the birth certificate or a legal guardian may enroll a student.

### **Records from the Child's Former School**

It is very helpful to the Union-Endicott Central School District if parents or guardians can provide key information about a child's former class placements and academic performance at the time of enrollment. Parents or guardians are strongly encouraged to provide the following information during the Registration Appointment if possible:

- School records/transcript showing the classes a child has taken at his/her former school
- A copy of a child's final/most recent report card with withdrawal grades
- Copy of a child's most recent IEP or Section 504 Plan (if applicable)

Each of those documents may be obtained from a child's former school. The Union Endicott Registration office will still request official records from the previous school after enrollment is completed.

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### **Documents Showing Proof of Age and Residency**

Under New York state law, students who attend classes in the Union-Endicott Central School District must be between the ages of 5 and 21 years old and must reside with a parent or guardian living within the geographic area that the District serves.

The District strongly encourages parents or guardians to assemble official documents capable of verifying a child's age and residency. Parents or guardians should bring these documents to the Registration Appointment.

#### **Documentary Proof of Residency:**

To help complete the registration process as quickly as possible, parents are strongly encouraged to collect at least two examples of these types of documents as possible and bring them to a child's Registration Appointment:

- Copy of residential lease or home ownership documents such as a deed or mortgage statement listing the parents' or guardians' residential address
- Pay stubs from parents or guardians showing their residential address
- Income tax forms showing the parents' or guardians' address
- Utility bills or other bills showing the parents' or guardians' address
- Membership documents, such as library cards or other documents issued based on residency
- Voter registration documents for parents or guardians showing their residential address
- Official driver's license, learning permit, or other official government-issued identification, for students or parents/guardians showing their residential address
- Documents containing address information issued to parents or guardians by federal, state, or local governmental agencies
- Custody papers, such as judicial custody orders or guardianship papers, showing a parent's or guardian's residential address
- Sworn statement from a landlord confirming the parents' or guardians' residential address
- Sworn statement from a friend or relative with whom the parents or guardians are sharing a residential address.

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Please note that if none of those types of documents are currently available to show proof of residency, a child may still be enrolled in the District and begin to attend classes. Enrollment will begin on the next school day or as soon as practicable. However, within three days of the time the child begins attending classes, parents or guardians must present the District with sufficient proof of residency, using the types of documents listed above. If sufficient documentary proof of residency is not provided within three days of the time the child begins attending classes, the District may determine that the child is not entitled to be a student at the Union-Endicott Central School District and send the parent or guardian a notice that the child will be excluded from all classes.

#### Documentary Proof of Age:

To help complete the registration process as quickly as possible, parents or guardians are also strongly encouraged to come to the Registration Appointment with proof of a child's age.

If a registered birth certificate or baptism certificate is available, one of those two documents is all that is necessary to show proof of age. However, if neither of those two documents is available, the child's passport will also be accepted as proof of age.

If neither a birth certificate, baptism certificate nor passport is available, parents or guardians should bring copies of the following types of documents with to the Registration Appointment if they show the child's birth date and if the documents are more than two years old:

- State or other government-issued identification for the child
- Photographic identification card issued by another school showing the child's birth date
- Consulate identification card for the child
- Hospital or health records for the child
- Military dependent identification card for the child
- Documents issued by a federal, state, or local governmental agency concerning the child
- Court orders or other court-issued documents concerning the child
- Native American tribal documents for the child
- Records from non-profit international aid agencies concerning the child
- Child's official driver's license

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Again, the types of documents listed above must be more than two years old to count as valid proof of age.

Please note that if none of those types of documents are currently available to show proof of age, a child may still be enrolled in the District and begin to attend classes. Enrollment will begin on the next school day or as soon as practicable. However, if the District suspects that the child's age may not be between 5-21, parents or guardians should be prepared to show documentary proof of age within three days of the time the child begins attending classes, using the types of documents listed above. If sufficient documentary proof of age is not provided within three days of the time the child begins attending classes, the District may determine that the child is not entitled to be a student at the Union-Endicott Central School District and send the parent or guardian a notice that the child will be excluded from all classes.

## **STEP 2: Review and Fill Out Registration Materials**

Before a child may be enrolled for classes in the Union-Endicott Central School District, there are several forms a parent or guardian must fill out. All those forms are available for download below. Alternatively, paper copies of all required forms can be obtained from the Union-Endicott Central School District's Administration Building, which is located at the following address:

1100 East Main Street  
Endicott, NY 13760

(The separate building just west of Union-Endicott High School)

Ideally, parents or guardians should review these forms and fill them out in advance of the Registration Appointment. If parents or guardians have any questions about the forms, they are encouraged to call the Central Registration Office at 607-757-2346 and we will be happy to provide advice and guidance.

Each of these forms, as applicable, should be submitted by parents or guardians for each separate student being enrolled and can be found on the website:

- Registration Form
- Health Form
- Student Racial-Ethnic Information
- Home Language Questionnaire
- (Optional) Health Certificate Appraisal Form
- (Optional) Parent Portal Application Form
- (Optional) Free and Reduced Lunch 2014-2015
- (Optional) Kids Insurance Connection Referral Form

Please bring those completed forms to the Registration Appointment, along with the other types of documentation described in STEP 1 above.

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### **STEP 3: Make a Registration Appointment**

For new transfer students, the final step of the registration process is the Registration Appointment. During the Registration Appointment, parents or guardians present all the forms and documents described above to the District and receive further information about the details of their child's enrollment.

To make your appointment, please contact the Union Endicott Central School District's Central Registration Office at 607-757-2346. Appointments are available from 8:15 a.m. to 3:45 p.m. during the regular school year and 8:15 a.m. to 3:30 p.m. in the summers. Other times may be available by special request. The address of the Central Registration Office is:

1100 East Main Street  
Endicott, NY 13760

(The separate building just west of Union-Endicott High School)

For all new transfer students, a child will generally be eligible to begin attending school on the very next school day following the Registration Appointment, or as soon as practicable, unless special circumstances exist.

As stated above, this portion of the web page only applies to transfer registrations for students who have already been enrolled in school elsewhere.

Parents or guardians of children who are enrolling in kindergarten for the first time should follow the instructions posted on the website.