SCHOOL AGE REGISTRATION CHECKLIST

Parent must bring the following information with them at the time of registration:

1. **Proof of your child's age.**

   Ways to show a child's age:
   - Certified Birth Certificate (from any country)
   - Baptismal record (from any country)
   - A Passport (from any country)

   If you don't have a Birth Certificate, baptismal record, or passport, you can use other documents if you've had them for at least two years, such as:
   - Driver's license
   - State or governmental ID
   - School photo ID with date of birth
   - Consulate ID card
   - Hospital or health records
   - Military dependent ID card
   - Other documents from federal/state/local agencies (examples: Department of Social Services, Office of Refugee Resettlement)
   - Court Orders
   - Native American tribal document
   - Records from international aid agencies or voluntary agencies

2. **Your own Photo ID such as a driver's license or passport.**

3. **A record from physician with all inoculations listed with a doctor’s signature or stamp.**

   Immunization Guidelines:
   2015-2016 School Year

   New York State Immunization Requirements for School Entrance/Attendance

   NOTES: Children in a pre-kindergarten setting should be age appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee for Immunization Practices (ACIP).

   For grades pre-k through 7, intervals between doses of vaccine should be in accordance with the ACIP recommended immunization schedule for persons 0 through 18 years of age (exception: intervals between doses of polio vaccine only need to be reviewed for grades kindergarten, 1, 6 and 7). Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 8 through 12. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.
4. Proof of Residency.

Ways you can show residency:
- Lease or deed
- Affidavit from the person you pay rent to, saying you live there
- A letter from the person you pay rent to saying you live there
- A letter from another person saying you live at your address

If you don’t have any of the above, you may use the following:
- Pay stub showing your address
- Income tax form that shows your address
- Utility bill or other bill in your name
- Membership documents based on residency, such as a local library card
- Voter registration card
- Driver’s license, or permit, or non-driver ID
- State or other government issued ID
- Documents from government agencies such as a social service agency or the federal Office of Refugee Resettlement
- Custody or guardianship papers

5. Proof of custody or guardianship

OR
- an affidavit (written statement signed under oath) saying that you have “total and permanent custody and control” over the child

OR
- other proof such as documentation that the child has been placed with a sponsor by a federal agency