

WELCOME!

Pittsford Schools

Student Enrollment Packet

Pittsford Central School District
75 Barker Road
Pittsford, NY 14534

**Call for an Appointment
585-267-1027**

Welcome to the Pittsford Central School District! To begin the enrollment process, please complete the forms in this packet. When the packet is completed, please call the Registrar to schedule the registration appointment. The length of the appointment will vary, but typically takes 30 minutes, depending on paperwork completion.

At the time of the appointment, please bring proof of each child's age, immunization and health records and proof of residency. If you have any questions or need help determining which documents to bring with you, please call the Registrar.

The Central Registrar is located at 75 Barker Road. Please park in the lot designated for District Office Parking. The receptionist will direct you to the Registrar.

We look forward to welcoming each new student to our caring school community!

Student Enrollment Frequently Asked Questions

1. *Why are there so many forms to complete to have my child enter school?*

The District is required to gather information and verify important information about you and your child. This includes verifying each child's age to determine school and grade placements and verifying residency in order to comply with the state requirements that each student attending PCSD be a resident of the District as defined in law. If there are special circumstances or if you have questions related to a child's age verification or residency verification, the Registrar can assist you identify acceptable forms of verification.

2. *How long does it take for my child to be enrolled?*

The appointment with the Registrar typically takes 30 minutes, depending on the completion of the paperwork. School attendance will begin on the next school day, or as soon as practicable. Most times all submitted documentation is reviewed on the same day as your appointment and residency is determined for enrollment purposes. If this does not occur on that day, it will occur within three days of enrollment and a residency determination will be made.

3. *Is there any documentation that the District cannot request?*

The District cannot request certain items at the time of and/or as a condition of enrollment. These include a Social Security Card or number for you or your child, or visas or other documentation indicating immigration status.

4. *Can the District require that I prove that I am the parent/guardian of the child to be registered?*

Yes, the District may require that you provide an affidavit that you are the parent/guardian with whom the child lawfully resides or that you have total and permanent care, custody and control through guardianship or otherwise. If the child lives with a sponsor appointed by a federal agency, documentation may be required. However, the District cannot require a judicial custody order or an order of guardianship as a condition of enrollment.

5. *If I have questions about verification documents, who can I call?*

The District Registrar can help you with all the paperwork. Please call 267-1027 to have your questions answered.

6. *Why am I asked to complete the Student Racial and Ethnic Identification Form after my child is enrolled?*

You are asked to voluntarily supply this information so that the District can complete required reports to the State and Federal Education Departments.

7. *Why do I need to complete the Home Language Questionnaire after my child is enrolled?*

Your child may need to be assessed for language services.

8. *What happens if my child is denied enrollment?*

If it is determined that a child is not eligible to attend school in the District, the parent/guardian is notified in writing of the reason for the denial. If the reason is that the child is not a resident of the District, written notice shall be provided which provides:

- Notice that the child is not eligible
- The specific basis for the determination that the child is not a resident of the District, including the documentary or other evidence upon which the determination was made
- The date that the child will be excluded from the school and
- The appeal process available to the parent/guardian which includes appeal to the Commissioner of Education within 30 days of the determination. Instructions, forms and procedures for the appeal, including translated versions, may be obtained from the Office of Counsel at www.counsel.nysed.gov, or may be mailed to the Office of the Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518)-474-8927

Registration Forms

Pre-enrollment Forms: to be completed prior to Registration appointment or at time of appointment:

- Student Registration Form (one form per student)
- Student Health Information Form
- Health Packet
- Health Letter
- Health Appraisal Form completed by Medical Provider (may be substituted with Provider generated form if pertinent information is provided)
- HIPPA Form
- Release of Records Form
- Permission to Carry form for Medications administered at school
- Dental Form (recommended but not required)
- NCLB Military Release Form: for High school only
- Parental Rights document

Post-enrollment Forms: to be completed after enrollment status has been determined:

- Home Language Questionnaire
- Student Racial and Ethnic Identification Form