

Registration Checklist



Bring these items when registering your child for school:

- Proof of your child's age** (birth certificate, passport, or baptism record)
- Your child's immunization records** (if available)
- Your child's latest report card/transcript** (if available)
- Two (2) of the below proofs of address.**

Documents should include your name and address.

 - Lease agreement, deed, or mortgage statement
 - Residential utility bill (gas or electric) issued by a utility company (such as National Grid or Con Edison dated within the last 60 days)
 - Bill for cable television services provided to the residence (dated within the last 60 days)
 - Documentation or letter from a government agency (on official letterhead), including the Internal Revenue Service (IRS), the NYC Housing Authority, the Office of Refugee Resettlement, the Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor (dated within the last 60 days)
 - Current property tax bill
 - Water bill (dated within the last 90 days)
 - Rent receipt (dated within the last 60 days)
 - Government-issued identification, including an IDNYC card (not expired)
 - Last year's income tax form
 - New York State driver's license or learner's permit (not expired)
 - Pay stub or official payroll document from an employer such as a tax withholding or payroll receipt. A letter on the employer's letterhead is not adequate (dated within the last 60 days).
 - Voter registration documents
 - Membership documents based upon residency, such as neighborhood residents' association (not expired)
 - Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers (issued within the last 60 days; must include student's name)

Note for Students in Temporary Housing

Students in temporary housing, as defined by the McKinney-Vento Act, are not required to submit documentation (including address, proof of date of birth, and immunization) in order to enroll. Schools must provisionally pre-register the student and then work with the students in temporary housing NYC Public Schools contact to obtain documentation.