



Registrar

East Rochester Schools
222 Woodbine Ave.
East Rochester, NY 14445

Website: <http://www.erschools.org>
email: er.registrar@erschools.org
Phone: (585) 248-6328
Fax: (585) 248-6333

Enrollment Procedures

1. Parents/guardians can either utilize the registration packet found on the District website or contact the District Registrar at 585-248-6328 to have a packet mailed to them.
2. Parents/guardians are encouraged to complete as much of the paperwork as possible prior to meeting with the Registrar in a scheduled meeting.
3. Children should be enrolled and begin attendance on the next school day after the enrollment request **OR** as soon as practicable.
4. As soon as practicable, but no later than three business days after a child's initial enrollment, parents/guardians must submit the required residency documentation. The District's residency determination must be made within three business days of the child's initial enrollment, unless the required residency documentation is not submitted until the third business day; in that case, the residency determination may be made on the fourth business day following enrollment.
5. During the meeting with the Registrar, the following occurs:
 - a. The school location for each student will be determined based upon the parent/guardian and student address. Any specialized circumstance to be considered for a student can be discussed at this time (e.g., special education program needs).
 - b. The completed paperwork will be reviewed. If any document is not completed, the Registrar can assist the parent/guardian to review and/or complete the forms. The forms include:
 - Student Registration Form
 - Parental Rights
 - Health Packet
 - Health Letter
 - Student Health Information Form
 - Health Appraisal Form completed by Medical Provider (may be substituted with Provider generated form if pertinent information is provided).
 - HIPAA Form
 - Release of Records Form
 - Permission to Carry Form for medications administered at school
 - Dental Form (recommended, but not required)
 - For High School only: NCLB Military Release Form



- c. Documentation provided by the parent/guardian will be reviewed. This includes:
- i. Documentation of Age: including, a certified transcript of a birth certificate or record of baptism. If this is not available, other forms may be considered such as a passport or certain other documentary or recorded evidence which has been in existence for more than two years.
Examples of this include, but are not limited to:
 - a. Official driver's license
 - b. State or other government issued identification
 - c. School photo ID with date of birth
 - d. Consulate identification card
 - e. Hospital or health records
 - f. Military dependent ID card
 - g. Documents issued by federal, state, or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)
 - h. Court orders or other court-issued documents
 - i. Native American tribal document
 - j. Record(s) from non-profit international aid agencies and voluntary agencies (VOLAGs)
 - k. If the above items are not available, the District Registrar will provide assistance.
 - ii. Documentation of residency:
The registrant must provide at least one form of proof out of Category A and two forms of proof out of Category B. If the registrant does not have a form of proof out of Category A, then the individual must provide three forms of proof out of Category B.
 - **Category (A):**
 - Copy of a residential lease or proof of ownership of a house or condominiums, such as a deed or mortgage statement;
 - statement by a third-party landlord,
 - owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the District, which may be either sworn or unsworn;
 - or other statement by a third party establishing the physical presence in the district of the parent(s) or person(s) in parental relation. Note: See below under Form Affidavit Use: Shared Housing Affidavit.
 - **Category (B):**
Other forms of residency documentation, include, but are not limited to:
 - Pay stub
 - Income tax form
 - Utility or other bills sent to the student's home address
 - Voter registration document
 - Official driver's license, learner's permit or non-driver ID
 - State or other government issued identification
 - Documents issued by Federal, State, or local agencies (e.g., local social service agency, federal office, refugee resettlement)
 - Evidence of custody of the child, including, but not limited to, judicial custody orders or guardianship papers.
 - If the above items are not available, the District Registrar will provide assistance in identifying other forms of appropriate documentation.

- iii. Documentation of parental relationship (if applicable): including an affidavit of parental relationship and indication that the child resides with those in a parental relationship or an indication that they are in parental relationship with total and permanent custody. Other evidence may be accepted related to a child residing with a sponsor with whom the child has been placed by a federal agency.

- a. Note: Submission of a judicial custody order or an order of guardianship is not required as a condition of enrollment.

Form Affidavit Use:

Parent / Guardian Affidavit

This affidavit is to be used when the child is not living with the parent(s), and there is no other executed agreement or court order reflecting this arrangement. It is to be filled out jointly by both the parent and the resident guardian, when the guardian has assumed the care, custody and control of the child from the parent. However, in instances where the parent is not available and/or refuses to complete the affidavit, the District will accept this affidavit filled out by the guardian only. (Examples of unavailability include, but are not limited to: deceased, incarcerated, or in rehabilitation program).

Landlord Affidavit

This affidavit is to be used for shared housing situations such where no lease is executed. Most commonly, this will involve family members or friends sharing a residence.

Student Affidavit of Emancipation

This affidavit is to be used for a minor who is living independently of his/her parent and is financially independent of his/her parent.

- iv. Documentation of immunization: Immunization status is listed on the Health Appraisal Form. If the parent/guardian does not have that form for this appointment, the Registrar will explain the timelines for submission to the parent/guardian, consistent with Public Health Law 2164(7)(a).

- 1. If the necessary documentation is provided as required above, the parent/guardian will immediately be informed that the child has been enrolled in the PCSD. Other information provided to the parent/guardian at this time will be:
 - a. School contact information (contained within the Enrollment Letter)
 - b. District Calendar
 - c. Free and Reduced Lunch Application, in District Calendar
 - d. PTSA information and optional membership form, in District Calendar
 - e. Child screening information (if the student is from out of state or entering PCSD from a private school).

7. If the necessary documentation is not available at the time of this meeting, a second meeting can be scheduled or the parent/guardian can send needed documents to the Registrar. Once completed, the steps outlined in # 4 above will be followed. Note that if the presented documentation originates from a foreign country, the District may request verification of the documentation from the appropriate foreign government or agency, but must conditionally enroll the child pending receipt of the appropriate verification. The District may not require that parents provide translated documents as a condition of enrollment.
8. After the parent/guardian is notified of enrollment, the Registrar will enter the information into Infinite Campus and share information with the receiving school.
9. Either upon completion of the enrollment with the Registrar or once the student has entered school, the parent/guardian will be asked to complete the Home Language Questionnaire and the Student Racial and Ethnic Identification Form.

