



Vestal Central School District FREQUENTLY ASKED QUESTIONS

Registration/Enrollment Procedures for Grades K-12

Welcome to the Vestal Central School District. The following are frequently asked questions about our enrollment procedures.

1. Where do I go to register my child(ren)?

For Grades K-12, please register your child(ren) through Operoo, a secure registration platform. All information for this registration process can be found on our District website under “Students & Families” > “Registering a Student.” For registration assistance, you can contact the District’s Registrar at 607-757-3500 between 8 a.m. – 3 p.m. Monday through Friday, or by emailing registration@vestal.k12.ny.us

2. What documentation is required to register my child(ren)?

- Proof of Residency
- Proof of Age

Proof of Residency

Upon registering, the District requires documentation to establish residency and can include, but is not limited to:

- A copy of residential lease or proof of ownership of a home, such as a deed or mortgage statement
- A statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in a parental relation leases or with whom they share property within the district, which may be a notarized affidavit
- Other forms of acceptable documentation can be used as well, such as:
 - ✓ Pay stub
 - ✓ Income tax form
 - ✓ Utility or other bill
 - ✓ Membership document based on residency
 - ✓ Voter registration document
 - ✓ Official driver’s license, learner’s permit or non-driver identification
 - ✓ Documents issued by federal, state or local agencies (such as from a local social services agency)
 - ✓ Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers.

Proof of Age

In accordance with Education Law, the District also requires the following documentation to show proof of age. Acceptable documentation may include a birth certificate or record of baptism, including a certified transcript of a foreign birth certificate or record of baptism. Where this information is not available, the District may accept a passport, including a foreign passport, to determine the child's age. If the previously listed documentation is not available, the District may consider the following documents or recorded evidence if in existence two (2) or more years, except an affidavit of age, to determine a child's age:

- ✓ Official driver's license
- ✓ State or other government issued identification
- ✓ School photo identification with date of birth
- ✓ Consulate identification card
- ✓ Hospital or health records
- ✓ Military dependent identification card
- ✓ Documents issued by federal, state or local agencies
- ✓ Court orders or other court-issued documents
- ✓ Native American tribal document
- ✓ Records from non-profit international aid agencies and voluntary agencies

We recommend you register your child(ren) as soon as possible. In accordance with Commissioner's Regulations, your student will be enrolled and begin attendance on the next school day or as soon as practicable. Within three (3) business days of initial enrollment, your documentation will be reviewed to make a residency decision or determination of your possible qualification under the McKinney-Vento Act. If a determination of non-residency is made, you will be notified in writing. If you relocate to the Vestal School District attendance area during the summer, please do not wait until September to register.

3. Will I be asked about my citizenship or immigration status?

The District will not inquire into immigration status at the time of or as a condition of enrollment, except for limited and targeted post-enrollment inquiries related to data collection necessary for procuring federal funding under Title I of the ESEA, Title III of the ESEA, as amended by the No Child Left Behind Act of 2001, and NYS Education Law 3218 and Section 100.2(y) of the Commissioner's Regulations as amended effective December 16, 2014.

4. What if my child needs services through the McKinney Vento Act?

If you think you may need services under the McKinney Vento Act, please contact the Homeless Liaison at 607-757-2212.

5. What if my child(ren) is denied enrollment?

You may file an appeal under NY Education Law Section 310 if denied enrollment other than for reasons of non-residence. Non-residents may complete a Non-Resident Application in accordance with Vestal School District Board of Education Policy and Regulations requesting to attend school on a tuition-paying basis.

The instructions, forms and procedures for an appeal, including translated versions of such instructions, forms and procedures may be obtained from the Office of Counsel at www.nysed.gov or by mail addressed to:

**Office of Counsel
New York State Education Department
State Education Building
Albany, NY 12234**

or by calling the Appeals Coordinator at 518-474-8927.