

New or Returning Student Registration Documentation Requirements

In order for a student to register into a New York City public school, the parent and the child must both appear, and must present:

- Child's birth certificate or passport
- Child's immunization records
- Proof of address which may be verified by any two of the following:
 - A residential utility bill (gas or electric) in the resident's name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days
 - Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address; must be dated within the past 60 days
 - An original lease agreement, deed or mortgage statement for the residence
 - A current property tax bill for the residence
 - A water bill for the residence; must be dated within the past 90 days
 - Official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must be dated within the past 60 days

Please note: None of the documents listed above will suffice alone. A telephone bill, cable bill, credit card bill, medical insurance card, or driver's license is not acceptable proof of address. If you are subletting an apartment or home, or if more than one family shares a living space, you must present an affidavit from the leaseholder or homeowner and attach any two of the above acceptable proofs of address in accordance with Chancellor's Regulation A-101.
- Child's latest report card/transcript (if available)
- Child's Individualized Education Program (IEP) and/or 504 Accommodation Plan (if applicable & available)

Transfer Requests Documentation Requirements

In order to request a transfer, schools are required to meet with families to review transfer requests and provide all supporting documentation when a transfer is warranted. The school must provide the following documentation for all transfer requests:

- Transfer Form ("T-Form") from the student's current school
- Copy of student's report card/transcript and IEP and/or 504 Accommodation Plan, if applicable & available

The documents listed below are also required for each kind of transfer request:

Medical Issues	Safety Issues
<p>In order to request a transfer to address an exigent medical issue that can be addressed by a change in school, in addition to the above documents, the parent will need to submit:</p> <ul style="list-style-type: none"> • Original documentation signed by a doctor on the medical provider's letterhead stating the medical condition and the reason why the transfer is recommended 	<p>In order to request a transfer for safety reasons, in addition to the above documents, the following documents must be submitted:</p> <ul style="list-style-type: none"> • School Occurrence Report or other school documentation • Summary of Investigation Form • Safety Transfer Intake Form • Police Report, Docket number or court documentation
<p>Child Care Hardship Issues (Elementary School students only)</p> <p>A parent/guardian may request a transfer for his/her child because a childcare hardship is created by the distance from the school to the employment and/or childcare location. The parent/guardian must gather the following documentation:</p> <ul style="list-style-type: none"> • Verifiable proof of address • Notarized letter from employer (on letterhead and including the location, days and hours of employment) • Notarized letter from child care provider (including the location, days and hours of child care provision) 	<p>Sibling Issues (Elementary School students only)</p> <p>A parent may request a sibling transfer because one or more siblings attend different schools. The parent must also gather the following documentation:</p> <ul style="list-style-type: none"> • Name, date of birth, and OSIS ID number of the sibling <hr/> <p>Travel Hardship Issues (High School students only)</p> <p>For a travel hardship to be considered, the commute from home to school must be 75 minutes or greater or otherwise inaccessible by public transportation (i.e. more than three changes)</p> <p>In order to request a travel hardship transfer the parent must submit:</p> <ul style="list-style-type: none"> • Verifiable proof of address (as required above)