



Manchester-Shortsville Central School District

“Red Jacket Schools”

1506 Route 21, Shortsville, NY 14548-9502
Phone (585) 289-3964 • Fax (585) 289-6660
Web Page: www.redjacket.org

Dear Parent/Person in Parental Relation:

Thank you for your interest in Manchester-Shortsville Central School District. Please be advised the district enrollment materials have been revised to comply with section 100.2(y) of the Commissioner's Regulations as amended. In order to standardize the registration process, we ask that you provide the following information along with the attached registration paperwork.

PROOF OF RESIDENCY:

Please submit evidence establishing you and your child's physical presence within the school district. Such evidence may include:

- 1) a copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement;
- 2) a statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation lease or with whom they share property within the District, which may be either sworn or unsworn; or
- 3) such other statement by a third party establishing the parent(s) or person(s) in parental relation's physical presence in the district.

If the documentation listed above is not available, the District will consider other forms of documentation which may include, but will not be limited to:

- pay stub;
- income tax form;
- utility or other bills;
- membership documents (e.g., library cards) based upon residency;
- voter registration document(s);
- official driver's license, learner's permit, or non-driver identification;
- state or other government issued identification;
- documents issued by federal, state, or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
- evidence of custody of the child, including but not limited to, judicial custody orders or guardianship papers.

The District may also require the parent(s) to provide an affidavit either:

- 1) indicating that they are the parent(s) with whom the child lawfully resides; or
- 2) indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise.

The District will also accept other evidence of residency, such as documentation indicating that the child resides with a sponsor with whom the child has been placed by a federal agency.

PROOF OF AGE:

The District will require documentation and/or information establishing your child's age. Please supply a certified transcript of a birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth is available. Where such documentation is not available, a passport (including a foreign passport) may be used.

Where birth certificate or passport is not available, the District may consider certain other evidence which has been in existence two years or more. Other evidence may include, but will not be limited to the following:

- official driver's license;
- state or other government issued identification;

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

- 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 (e.g., local social service agency, federal Office of Refugee Resettlement);
- court orders or other court-issued documents;
- Native American tribal document; or
- records from non-profit international aid agencies and voluntary agencies.

EVIDENCE OF IMMUNIZATIONS & PHYSICAL:

In accordance with the New York State Public Health Law, the District must also receive evidence that your child has been immunized in accordance with the New York State Department of Health Immunization Bureau's Immunization Requirements for School Entrance/Attendance. These records will be necessary to ensure your child's continued attendance. Additionally, please provide us with records of any recent physical examination your child has received. New York State mandates that each new student entering a public school is required to have a physical examination upon entering the District. A physical completed no more than twelve months before the first day of the school year in question will meet this requirement.

If you have any questions with respect to the foregoing, please do not hesitate to contact Sue Burnett at (585) 289-3964 Ext. 3308 (Monday through Thursday 7:30am-2:30pm).

Very truly yours,
Manchester-Shortsville Central School District
 Charlene Dehn
 Superintendent of Schools

COMPLAINTS: School districts may not request information that could chill or discourage students from enrolling with the district based on their own or their parents' immigration status. If you believe the District has made such inquiries during the enrollment process, or to file a civil rights complaint concerning a potentially discriminatory enrollment policy or practice, you may contact the: Office of the New York State Attorney General; Civil Rights Bureau; 120 Broadway, 23rd Floor; New York, New York 10271; Telephone: (212) 416-8250 or (800) 771-7755; Fax: (212) 416-8074; Civil.Rights@ag.ny.gov; www.oag.state.ny.us

SPECIAL EDUCATION NOTICE TO PARENTS - Chapter 434 of the Laws of 2014
 Statute: Section 4402
 Effective Date: July 1, 2015

This amendment requires school districts to notify every parent or person in parental relation of their rights regarding the referral and evaluation of their child for the purposes of special education services or programs. This notification shall be provided to the parents of all students in the district (with and without disabilities) upon their child's entry into public school. Districts may provide this information to parents by directing them to *A Parent's Guide to Special Education* on the New York State Education Department's (NYSED's) website. NYSED's *A Parent's Guide to Special Education* is available in both English and Spanish.

The Manchester-Shortsville Central School District Committee on Special Education (CSE) and Committee on Preschool Education (CPSE) office can be contacted at (585) 289-3478.

CSE/CPSE Chairperson - Kristi Curtin

CSE/CPSE Secretary - Lisa Clark

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.