

Student Registration Checklist

Required Documents: Please note that the following documents are required by the Board of Education Policy for registration:

- Birth certificate or passport
- Immunization records
- Custody papers (if applicable)

Required Proofs of Residency Three current proofs of residency are required to be presented in order to complete the registration process. These proofs must be current and must show parent/guardian name with a valid Beekmantown District address. Examples are on the list below:

- Telephone Bill
- Driver's License
- Auto Insurance ID Card
- Lease Agreement - No handwritten forms accepted.
- Purchase Agreement – No handwritten forms accepted
- Electric Bill
- NYS Income Tax Return

Contact Info: Address:

Beekmantown CSD
37 Eagle Way
West Chazy, NY 12992
Attn: Registrar's Office

Phone: 518.324.2597

Fax: 518.324.2598

Email: Registrar@bcsdk12.org

Web: www.bcsdk12.org/registrar/

Office hours for the Registrar's Office can vary from week to week. It is advised that you call 518.324.2597 before coming in to register your child.

Please note that: 197 Haynes Rd., Plattsburgh, NY is the physical address for the Registrar's Office.