



Student Enrollment Procedures

Brighton Central School District
2035 Monroe Avenue
Rochester, NY 14618

Call for an Appointment
585-242-5200 x7533

Welcome to the Brighton Central School District!

To begin the enrollment process, please complete the Brighton Registration Form, which can be found on our website at www.bcsd.org . For printed copies, please contact the Registrar's office at 242-5200 X7533. You will need to complete the registration form and obtain all necessary documents. Please review this packet for examples of documentation. Call the Registrar's office to schedule an appointment. The length of the appointment will vary, but typically takes 20 minutes, depending on paperwork completion.

At the time of the appointment, please bring proof of each child's age and proof of residency, along with the completed registration form. If you have any questions or need help determining which documents to bring with you, please call the District Registrar.

The District Registrar, Chris Tickyj, is located at 2035 Monroe Avenue. You can contact Chris by calling (585) 242-5200 ext. 7533.

After the registration documentation has been reviewed and accepted in the Registration Office, you will be given additional paperwork to fill out, required by the appropriate school. This paperwork will be completed and an appointment with the school will then be needed. At the time of this appointment, please bring proof of immunization and health records and, if possible, recent academic records would be helpful for placement.

We look forward to welcoming each new student to our caring school community!

Student Enrollment Frequently Asked Questions

1. *Why are there so many forms to complete to have my child enter school?*

The District is required to gather information and verify important information about you and your child. This includes verifying each child's age to determine school and grade placements and verifying residency in order to comply with the state requirements that each student attending BCSD be a resident of the District as defined in law. If there are special circumstances or if you have questions related to a child's age verification or residency verification, the Registrar can assist you identify acceptable forms of verification.

2. *How long does it take for my child to be enrolled?*

The appointment with the Registrar typically takes 20 minutes, depending on the completion of the paperwork. Most times all submitted documentation is reviewed on the same day as your appointment and residency is determined for enrollment purposes. After your appointment with the District Registrar, you will make an appointment with the school for academic placement of your child.

3. *Is there any documentation that the District cannot request?*

The District cannot request certain items at the time of and/or as a condition of enrollment. These include a Social Security Card or number for you or your child, or visas or other documentation indicating immigration status.

4. *Can the District require that I prove that I am the parent/guardian of the child to be registered?*

Yes, the District may require that you provide an affidavit that you are the parent/guardian with whom the child lawfully resides or that you have total and permanent care, custody and control through guardianship or otherwise. If the child lives with a sponsor appointed by a federal agency, documentation may be required. However, the District cannot require a judicial custody order or an order of guardianship as a condition of enrollment.

5. *If I have questions about verification documents, who can I call?*

The District Registrar can help you with all the paperwork. Please call 242-5200 ext. 7533 to have your questions answered.

6. *Why am I asked to complete the Student Racial and Ethnic Identification Form after my child is enrolled?*

You are asked to voluntarily supply this information so that the District can complete required reports to the State and Federal Education Departments.

7. *Why do I need to complete the Home Language Questionnaire after my child is enrolled?*

Your child may need to be assessed for language services.

8. *What happens if my child is denied enrollment?*

If it is determined that a child is not eligible to attend school in the District, the parent/guardian is notified in writing of the reason for the denial. If the reason is that the child is not a resident of the District, written notice shall be provided which provides:

- Notice that the child is not eligible
- The specific basis for the determination that the child is not eligible, including the documentary or other evidence upon which the determination was made
- The date that the child will be excluded from the school.
- The appeal process available to the parent/guardian which includes appeal to the Commissioner of Education within 30 days of the determination. Instructions, forms and procedures for the appeal, including translated versions, may be obtained from the Office of Counsel at www.counsel.nysed.gov, or may be mailed to the Office of the Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518)-474-8927

Registration Forms

Enrollment Forms: completed prior to initial Registration appointment :

- Student Registration Packet (one Packet per student)

Post-Enrollment Forms: to be completed after enrollment status has been determined:

- Home Language Questionnaire
- Student Racial and Ethnic Identification Form
- Release of Records Form

School Enrollment Forms: to be completed prior to Registration appointment with your child's school:

- Student Health Information Form
- Health Appraisal Form completed by Medical Provider (may be substituted with Provider generated form if pertinent information is provided)
- HIPPA Form
- Additional forms as provided by each building

Enrollment Procedures

- 1) Parents/guardians can either utilize the registration packet found on the District website or contact the District Office to have a packet mailed to them.
- 2) Parents are encouraged to complete as much of the paperwork as possible. Then contact the District Register to set up a meeting.
- 3) During the meeting with the Registrar, the following occurs:
 - a) The school location for each student will be determined based upon the student date of birth and grade.
 - b) The completed paperwork and documentation provided will be reviewed. (copies can be made if needed)
 - c) Documentation provided by the parent/guardian will be reviewed. This includes:
 - A) **Documentation of Age:** including a certified transcript of a birth certificate, a record of baptism, passport. If this is not available, other forms may be considered which have been in existence for more than two years. Examples of this include, but are not limited to:
 1. Official driver's license
 2. State or other government issued identification
 3. School photo ID with date of birth
 4. Consulate identification card
 5. Hospital or health records
 6. Military dependent ID card
 7. Native American tribal document

*****If the above items are not available, the District Registrar will provide assistance.*

B) **Documentation of Residency:** ownership of property such as warranty deed, tax bill, mortgage statement. Rental or Leased properties would require a copy of lease with child's name included as an occupant. If this documentation is not available, the District may consider other forms of residency documentation, including but not limited to:

1. Pay stub
2. Income tax form
3. Deed or lease to house or apartment (if rental properties, please have child's name listed in lease as an occupant)
4. Utility or other bills sent to the student's home address
5. Membership documents – such as library cards – based upon residency
6. Voter registration document
7. Official driver's license, learner's permit or non-driver ID
8. State or other government issued identification
9. Documents issued by Federal, State, or local agencies (e.g., local social services agency, federal office, refugee resettlement)
10. 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.*

C) **Documentation of parental relationship:** including an affidavit of parental relationship and indication that the child resides with those in 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. However documentation must be provided to show parental relations, if requested.

D) **Documentation of Immunizations:** given to the school nurses. Immunization status is listed on the Health Appraisal Form. If the parent/guardian does not have that form for this appointment, the school nurse can review what immunizations are required Public Health Law 2164 (7)(a).

- 4) If the necessary documentation is provided as required above, the parent/guardian will immediately be informed that the child has been enrolled in the BCSD.
- 5) 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.
- 6) After the parent/guardian is notified of enrollment, the Registrar will enter the information into our system and share information with the receiving school.
- 7) Upon completion of the enrollment with the Registrar, the parent/guardian will be asked to complete the Home Language Questionnaire and the Student Racial and Ethnic Identification Form.
- 8) Upon completion of the enrollment process with the Registrar, the parent/guardian will be given a Post-Enrollment Packet and instructions to make an appointment with the Registrar of the child's school. The forms in the Post-Enrollment Packet must be completed prior to meeting with the school to ensure proper placement.