

Ichabod Crane Central School  
PO Box 820 Valatie, NY 12184

**Addendum to  
Form CO – 36  
Guide for PARENTS**

## **NEW ENTRANT REGISTRATION**

### **PROCEDURES to Register Children to Attend the Kinderhook (Ichabod Crane) Central School District**

Pursuant to Education Law, children may be registered at any time in the Ichabod Crane Central School District once residency has been established and the District is in receipt of all necessary paperwork.

#### **REGISTRATION PROCEDURES**

##### **STEP 1-CONTACT THE SCHOOL(S)**

Contact the building(s) in which your son/daughter is age appropriate. In order to provide an expeditious and timely registration, please make an appointment in advance.

##### **District Buildings and Contact Information:**

- K-2 Ichabod Crane Primary School**, Melissa Murray, Principal (518) 758-6931, Ext. 6001
- 3-5 Martin H. Glynn/Martin Van Buren Elementary Schools**, John Stickles Principal (518) 758-7559 or (518) 758-7569
- 6-8 Ichabod Crane Middle School**, Timothy Farley, Principal (518) 758-7676, Ext. 5007
- 9-12 Ichabod Crane High School**, William Schneider, Principal (518) 758-7577, Ext. 4001

**At the time of your appointment to register your child, please bring the following:**

- **Immunization record**
- **Original Birth Certificate with raised seal**
- **Passport**
- **Records from previous school district**
- **Individual Education Plan (IEP)/504 Accommodation Plan (if applicable)**
- **Court orders, decrees, custodial agreements (if applicable)**
- **If foster placement, Dept. of Social Services Form 2999**

##### **STEP 2 - ESTABLISH RESIDENCY**

When you register your son/daughter, the District will ask for one of the following to clearly establish residency. **Please Note: *The full-time physical residence of a child's custodial parent(s) is the determining factor for residency.***

1. To establish residency, the following documents must be presented (**one** document from **Group A** or **two** documents from **Group B**): Each document must be **current - dated within 60 days of registration** - and **issued** in the name of the student's custodial parent(s) or legal guardian(s).

##### **Group A (one document needed)**

- **New Resident - Home purchase agreement or contract to build (subject to tuition per Board of Education policy)**
- **Executed (signed) Lease/Rental Agreement**

- Paid Tax Bill
- Home Mortgage Contract

**Group B (two documents needed - must be dated within 60 days of registration)**

- Homeowner’s Insurance Policy
- Utility bill (electric, gas, or water)
- Cable/satellite bill
- Telephone bill (land-line only)

The District reserves the right to maintain a copy of all documents used to prove residency and to reconfirm residency at any time.

**STEP 3 – STUDENT REGISTRATION**

The school will ask you to complete official registration forms.

The registration packet includes:

- Registration form
- Release of records from previous district (if applicable)
- Information to arrange transportation to and from school
- Health History form (Please feel free to contact the school nurse if you have any questions about the District’s medical procedures)

**NOTE: Individual Education Plan or 504 Accommodation Plan**

- *If your son/daughter has an Individual Education Plan (IEP) or 504 Accommodation Plan, the District will request a copy from the child’s former district.*
- *Questions regarding Committee on Special Education (CSE) placements can be directed to Robert McCloskey, Director of Special Education, at (518) 758-7576.*

**STEP 4 - “WELCOME”**

The Principal or the Guidance Counselor will assign your son/daughter to a class or class schedule and will provide you with additional materials for your signature/and or your information.

**Welcome to Ichabod Crane!**

**Non-Discrimination Compliance Statement**

The Ichabod Crane Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunities including vocational opportunities without regard to sex, race, color, national origin, handicap or religion. Inquiries regarding this non-discrimination policy may be directed to: Title IX and Section 504 Compliance Officer, Maureen Van Deusen, Assistant Superintendent for Instruction, Ichabod Crane Central School District, Valatie, NY 12184 (518) 758-7575. A copy of the “In Compliance with Section 1.4 (a)” is available in the Superintendent’s Office.