

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-3 Ichabod Crane Primary School**, Melissa Murray, Principal (518) 758-6931, Ext. 6001
- 4-5 Ichabod Crane Elementary School**, Shannon Shine Principal (518) -7676 Ext. 5007
- 6-8 Ichabod Crane Middle School**, Timothy Farley, Principal (518) 758-7676, Ext. 5002
- 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 and notarized) 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**
- **Student Racial and Ethnic identification** - Ichabod Crane Central School District has adopted a procedure that requires the collection and recording of the ethnic identity of students in accordance with the federal categories and definitions. The information will be used to:
 - Report information to the state and federal Education Departments.
 - Plan educational programs and make sure that they are readily available to all students.
 - Study the movement of students in different ethnic groups as they move from school to school.
 - Analyze differences in academic performance, attendance and completion of school.

The information on this form is confidential. It is protected by the Confidentiality Regulations through the Family Educational Rights and Privacy Act (1974) prohibits unauthorized access to student records and unauthorized release of any student record information identifiable by either student name or student identification number

- **Screening for Families Currently or Previously in Agriculture/Farmwork**
- **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 Compliance Officer, Shannon Shine, Principal, Ichabod Crane Elementary School, Valatie, NY 12184 (518) 758-7676 and Section 504 Compliance Officer, Robert McCloskey, Director of Special Education, Ichabod Crane Central School District, Valatie, NY 12184 (518) 758-7676. A copy of the “In Compliance with Section 1.4 (a)” is available in the Superintendent’s Office.