

SCHOOL ADMISSIONS REGULATION

Students wishing to be enrolled in the Horseheads Central School District must first establish residency within the district. Generally, a student's legal school district of residence is presumed to be the district in which the students' parent(s) or legal guardian resides.

In order for a student to be registered to attend school in the district, OR if a current student changes his/her residence within the school district, the parent(s) or legal guardian will need to provide TWO documents from the following list:

- Bank contract or mortgage agreement showing purchase of home within name, address, and lot number; or
- Signed rent or lease receipt with landlord's name, address, and telephone number, or DSS processed landlord statement; or
- Either of the following items showing address within the district in parent/guardian's name:
 - Most recent utility bill (phone, gas, electric)
 - Deposit receipt for gas, electric, phone service start-up; or
- Copy of a driver's license or State or other government issued ID card with picture showing current district address (no temporaries). If address has changed, this cannot be accepted; or
- Either of the following items showing address within the district in parent/guardian's name:
 - Currently active bank account/checkbook statement with name and address imprinted (bank may be contacted to verify existence of account)
 - Payroll stub with address; or
- Change of address verification from Post Office or U.S. postmark dated business mail; or
- Either of the following showing delivery to residence address within district in parent's name:
 - Major moving company receipt for moving household goods
 - Receipt from local firm showing delivery of newly purchased major appliance or furniture
- Income tax forms
- Voter Registration document(s)
- 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.

If parents or legal guardians are divorced or separated, documentation must be provided that demonstrates that the registering parent has legal physical custody, and how legal physical custody was obtained.

Falsification of any information or documents required for this verification will result in revocation of registration for the student(s).

When enrollment is requested in the District, the child shall be enrolled and shall begin attendance on the next school day, or as soon as practicable.

A review of all documentation submitted and a residency determination shall be made within three business days from the initial enrollment.

If appropriate documentation is not produced, or if it is determined that any documents are fraudulent, then the District shall notify the parent or guardian of the following:

- The child will not be able to attend the Horseheads Central School District.
- The basis of the determination: The child is neither a resident of the district nor entitled to attend as a homeless child.
- The date as of which the child will be excluded from school.
- The appeal process.

Ref: 8 NYCRR §100 2(y)

Approved: Oct. 9, 2008

Revised and Approved: Dec. 10, 2009; Feb. 12, 2015