

WILL YOUR CHILD BE 5 BY



?

REGISTER FOR
KINDERGARTEN TODAY

GIVE YOUR
CHILDREN THE START
THEY DESERVE

YOUR CHILD'S CLASSROOM
WILL BE READY FOR THEM
FROM THE VERY FIRST DAY, AND
THEIR TEACHERS WILL BE READY
TO WELCOME THEM BY NAME.



WHAT YOU'LL NEED TO REGISTER YOUR CHILD FOR KINDERGARTEN

To register your child for school in the City School District of Albany, you will need to bring **proper identification** with you to the Central Registration Office.



75 Watervliet Ave.
8:30 a.m. - 4 p.m. M-F
518.475.6125



State law requires that you present the following documents when you register your child:

1 DOCUMENTATION OF BIRTH – AN ORIGINAL OF ONE OF THE FOLLOWING (COPIES WILL NOT BE ACCEPTED)

- Original birth certificate
- Original baptismal certificate

2 PARENT/GUARDIAN PHOTO IDENTIFICATION

3 PROOF OF ADDRESS (TWO DIFFERENT ITEMS REQUIRED IN ONE PARENT/GUARDIAN NAME)

Must include the name and address of parent or guardian and must be dated within 30 days prior to registration date. Examples of acceptable proofs of address include the following items:

- Cell phone or telephone bill (welcome letter from phone company is acceptable)
- Utility bill (electric, gas)
- Satellite/cable television bill or installation receipt
- Furniture rental statement (e.g. Aaron's, Rent-A-Center)
- Auto insurance ID card
- Original lease agreement (acceptable only from apartment complex or a real estate company)
- NYS driver's license issued within the last 30 days or change of address sticker on reverse side
- Payroll check (dated within the last two weeks)
- Social security statements
- DSS documentation

Unacceptable items include:

- Credit card/bank statements
- Post office change of address
- Tax bills (water, property or school)
- Any proof older than 30 days
- Medical bills
- Rent receipts
- Property deeds
- U.S. Mail

4 OFFICIAL IMMUNIZATION RECORD SIGNED BY A PHYSICIAN OR CLINIC STAFF

5 CUSTODY PAPERS, IF APPLICABLE (COURT ORDER OF CUSTODY OR STAMPED PETITION IS ACCEPTABLE)

- If the student is not the biological child, documentation which proves a permanent and total transfer of custody and control must be presented.
- Notarized letters for custody are unacceptable.