

ALEXANDER CENTRAL SCHOOL

Student Registration Guidelines

Elementary School Registrar: *Barb Donnelly*

Phone: 585-591-1551 ext.1831

Fax: 585-591-4713

Middle/High School Registrar: *Dawn Raines*

Phone: 585-591-1551 ext. 2051

Fax: 585-591-1098

Registration Documents Needed

- Child's *Birth Certificate*
- Child's *Social Security Card* (please note: this is voluntary – refusing to provide will not exempt your child from enrolling in school).
- Record of child's *immunizations* with doctor's signature
- NYS mandated *Physical Examination*
- Proof of Residency – 2 proofs are required that you reside within the Alexander Central School District

Acceptable Proof of Residency Documents (2 Required)

- Mortgage/Lease Statement
- Utility Bill (electric, gas, water or cable)
- Landline Telephone Bill (cell is not acceptable)
- School Tax Bill
- Current Payroll Check with name and current address on it
- Letter from an attorney/realtor on official letterhead with confirmation of address and anticipated moving/closing date
- Residency Affidavit (signed and notarized)

Next Steps

1. Complete the Registration Packet
2. Submit completed Registration Packet WITH required Documentation- The Registration Packet be submitted IN PERSON to the appropriate school building Registrar (see above). We do not accept faxed registrations or mailed for new students.
3. You will receive a phone call from the school once your packet is processed and a schedule is ready

Special Education Students

Students with existing IEP's will also need to register with our CSE Department:

Elementary/MSHS School
CSE Chairperson
585-591-1551 ext. 1112

District CSE Secretary: 585-591-1551 ext. 1111

If you are concerned your child may need special education services, please visit this website for additional information:

<http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm>