

# Welcome! New Student Registration

Families new to the district should register their child/children as soon as possible.

Information detailing registration procedures may be obtained by contacting

*District Registrar - Debi Mascia*

*716-686-3218*

*registration@lancasterschools.org*



Located in the main office at

*149 Central Avenue*

*(the former Central Avenue Elementary building).*

Registrations are by appointment only, Monday through Friday, 8 am to 4 pm. Please call to schedule an appointment to register your child at **716-686-3218**.

## Documentation required for registration of students new to the district:

### 1. STUDENT IDENTIFICATION

- Certified transcript of a **birth certificate or record of baptism**
- A **passport if no** birth certificate or record of baptism

If there are **no records of the above**, accepted documentation of the following must be in existence for **two (2) or more years**.

- Student's official driver's license;
- State or other government issued identification;
- School photo identification **with** date of birth;
- Consulate identification card;
- Hospital or health records;
- Military dependent identification card;
- Documents issued by federal, state or local agencies
  - (e.g., local social service agency or federal Office of Refugee Resettlement);
- Court orders or other court-issued documents;
- Records from non-profit international aid agencies and voluntary agencies

## 2. IMMUNIZATION RECORD and HEALTH APPRAISAL

## 3. PROOF OF RESIDENCY

**TWO** of the following documents showing proof of residency:

- Mortgage statement or Deed of home ownership or Residential Lease
- School or Property Tax statement
- Homeowner/Renter Insurance
- **Utility bills** or other bills (**specific to the new address**)
- Notarized affidavit by third-party landlord or property owner, from whom the parent or person in parental relation leases or with whom they share property within the District

If **above is not available**, the District **may** consider the following documentation and/or information, including but not limited to:

- Voter registration document(s);
- W-2 Income statement
- Pay stub (specific to the new address)
- Official driver's license, learner's permit or non-driver identification;
- State or other government issued identification;
- Membership documents (e.g., library cards) based on residency;
- Documents issued by federal, state or local agencies
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers.

The Student Registration Packet may be found:

**<http://www.lancasterschools.org/Page/126>**

- ✓ Please complete the registration form, but **DO NOT** sign it.
- ✓ Bring the completed Registration packet with you to your registration appointment, with
- ✓ Required documentation (as noted above.)

### **Please note:**

It is helpful to bring a copy of the child's last report card, especially when transferring from another school.

## Kindergarten registration

- **February** - postcards regarding registration will be mailed. Kindergarten Registration packets are available on our website, at the Elementary schools, and the District Registration Office. The 2021 registration packets will be accepted by mail, drop-box, or email. See postcard for information.
- **March** - Kindergarten registration for the K-3 Elementary Schools
- **May** - Kindergarten screening

\*Students who are currently enrolled in the Universal Pre-K program at Central Avenue, do not need to re-register for kindergarten.

**\*If you did not participate in our annual census in July, or have moved since the census, please call the District Registrar 716-686-3218.**

\*A child must be five (5) years of age **on or before December 1st** of the start of the school year.

To ensure the safety of all students attending District schools, please notify the registrar to keep your child's records up-to-date, if you have a:

- ❖ **Change your address**
- ❖ **Change in phone numbers**
- ❖ **Change in custodial status** or other court ordered documents, to ensure child safety.
- ❖ The registrar also maintains records of home-schooled (parent-taught) students.

***Please note:*** Searchable street list may be found: <http://www.lancasterschools.org/Page/23345>  
Abbreviations represent K-3 Elementary School attendance zones. Grades 4-6 attend William Street School, grades 7-8 attend Lancaster Middle School, and grades 9-12 attend Lancaster High School

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\* Following the Registration/Enrollment process the Immigration status of the student(s) may be solicited to better serve the educational needs of the child.  
(e.g., English Language Learner)