

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 Lancaster Library, and the District Registration Office. Please call your K-3 school to schedule your registration appointment.
- **March** - Kindergarten registration at the K-3 Elementary Schools
- **May** - Kindergarten screening at the K-3 Elementary Schools

*Students who are currently enrolled in the Carousel Pre-K program at Central Avenue, do not need to re-register for kindergarten. However, parents and guardians of those children must contact their K-3 school, by March 29th, to schedule a mandatory screening for their child(ren).

***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

* 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)