

Dunkirk City School District Central Registration Office
75 West Sixth Street
Dunkirk, NY 14048

The Dunkirk City School District is committed to providing an education for school-age children residing within the District. In order to ensure your child meets the age and residency requirements, we ask that you provide relevant documentation, as indicated below. Please know that the District is committed to enrolling children as quickly as possible and will work closely with parents and persons in parental relation to children to obtain all necessary documentation.

1) Documentation of birth: One of the documents listed below

Preferred

- Birth certificate, or Baptismal certificate

***Other Accepted forms of Documentation**

- Official driver's license
- Documents issued by federal, state, or local agencies
- Hospital or other health records
- Native American tribal documents
- Records from non-profit aid agencies
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification
- Military dependent identification card
- Court orders or other court-issued documents

*additional forms of documentation may be acceptable if considered appropriate

2) Proof of residency in the school district:

- a. The document must have the name and address of the parent or person acting in parental relation to the child.
- b. Utility bills must be dated no more than 30 days prior to the registration date.
- c. There needs to be one document from Category 1 and one document from Category 2, **or** two documents from Category 2.

Proof of Residency Category 1

- Copy of a residential lease, deed, or mortgage statement
- Statement from a landlord, property owner, or person who can establish the physical presence of the child within the school district

Proof of Residency Category 2

- Telephone bill
- Utility bill
- Cable bill
- Rent receipt
- Furniture rental statement
- DSS documents
- State or other government issued Identification
- Membership card such as a library card
- Payroll check dated within the last two weeks
- Income tax form
- Social security statement
- Auto insurance ID card
- NYS driver's license, learner's permit or non-driver ID card
- Documents issued by federal, state, or local agencies
- Voter registration card

*additional forms of documentation may be acceptable if considered appropriate

- 3) Official immunization record signed by a physician or clinic staff**

- 4) Evidence that there is an adult acting in parental relation for the child unless the child is an unaccompanied youth for the purposes of the McKinney-Vento Homeless Assistance Act**
 - a. Parent must demonstrate they are the person in parental relation to the child over whom they have total and permanent custody and control
 - b. If the student is not the biological child, documentation must be presented that proves a permanent and total transfer of custody and control
 - c. Photo ID of the parent or person acting in parental authority – Various forms of photo identification will be considered including ID's issued by employers and by foreign governments. Such photo identification will only be used internally for the sole purpose of verifying the identity of the individual presenting a child for enrollment.

- 5) Report card or transcript from a previously attended school**