

## North Greenbush Common School District

49 North Greenbush Road  
Troy, NY 12180  
(518)283-6748

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### Welcome to the North Greenbush Common School District



***Little Red School House***  
***Since 1861***

Welcome to the Neighborhood! Enclosed please find a North Greenbush Common School District Registration Packet. Please complete the enclosed forms and return them to the District Office.

For students residing in the North Greenbush Common School District who are in grades 3-12, the district pays tuition so that students can attend one of our partner school districts. Parents must first register their child at North Greenbush, and will then choose among the following options for their child: Averill Park School District (Poestenkill Elementary School for grades 3-5; Algonquin Middle School for grades 6-8; Averill Park High School for grades 9-12); East Greenbush Central School District (Columbia High School for grades 9-12); Wynantskill Union Free School District: (Gardner Dickinson Elementary for grades 3-8); or The Enlarged City School District of Troy (Troy Middle School for grades 6-8; Troy High School for grades 9-12).

If you have any questions or concerns please do not hesitate to contact us at 518-283-6748 or [ameister@northgreenbushcommon.org](mailto:ameister@northgreenbushcommon.org). You may also get information on our website which can be found at [northgreenbushcommon.org](http://northgreenbushcommon.org)

I look forward to hearing from you,

*Ann*

Ann Meister  
NGCSD Registrar

## Welcome to the North Greenbush Common School District



### New Student Registration

Below are the items you will need to register your child with North Greenbush Common School District.

#### **PROOF OF RESIDENCY - (Submit copies of TWO of the following):**

- A copy of a resident lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; or
- A statement by a third-party landlord, owner or tenant from whom the parent or person in a parental relationship leases or with whom they share property within the District, which may be sworn or unsworn; or
- Such other statement by a third party relating to the parent or person in parental relation's physical presence in the District; or
- Other forms of documentation and/or information establishing physical presence in the District such as:
  - Pay stub
  - Income tax form
  - Utility or other bills
  - Membership documents (e.g., library cards) based upon residency
  - Voter registration documents(s)
  - Official driver's license, learner's permit, or non-driver identification
  - State or other government issued identification
  - Documents issued by Federal, State, or local agencies (e.g., local social service agency, Federal Office of Resettlement).

#### **PROOF OF AGE - (Submit ONE Copy)**

- A certified transcript of a birth certificate; or
- A record of baptism confirming the date of birth for the child to be enrolled in the District (a foreign birth certificate or record of baptism will also be accepted).

If a certified transcript of a birth certificate or a record of baptism is not available, please submit a copy of the child's passport. A foreign passport will be accepted.

In the event you cannot provide a passport, the District will consider an executed written affidavit of the child's age or any of the following documents as long as it was issued two or more years ago:

1. Official driver's license
2. State or other government issued identification
3. School photo identification with date of birth
4. Consulate identification card
5. Hospital or health records
6. Military dependent identification card
7. Documents issued by federal, state, or local agencies, such as local social service agency or federal Office of Refugee Resettlement
8. Court orders or other court-issued documents
9. Native American tribal document
10. Records from non-profit international aid agencies and voluntary agencies.

**Proof of Custody and/or Lawful Residence: (If applicable)**

In order for the District to confirm your custody of and/or lawful residence with your child, please submit either:

- A written affidavit indicating that you are the parent(s) with whom the child lawfully resides
- A written affidavit indicating that you are the person(s) in a parental relation to the child, over whom you have total and permanent custody and control and describing how you obtained total and permanent custody and whether it is through a guardianship or otherwise
- A judicial custody order or guardianship papers may, but need not be, submitted.

The District will also accept other proof of custody and/or lawful residence such as documentation which indicates that the child has been placed by a federal agency with a sponsor.

**YELLOW FORMS: (Complete All)**

- Student Registration Packet, McKinney-Vento Act Form, and Home Language Questionnaire (English as a New Language)
- Transportation Request Form
- Transportation Emergency Form

**If you are registering your child for Kindergarten or First Grade at the Little Red School House, you will ALSO need to complete: (See \*)**

**Documents – Please provide a copy of the following:**

- Immunization records for entering student

**Yellow Forms**

- Health History
- BMI Consent

**Green Forms**

- Health Appraisal Form (to be completed and signed by the child's doctor)

**Enrollment, Attendance and the Board of Education's Review of the Documentation Submitted:**

Upon request, your child will be enrolled and permitted to attend school in the District the next school day, or as soon as practicable.

Within three (3) business days of your child's initial enrollment, the Board of Education ("Board"), or its designee, will review all of the documentation outlined above and determine whether your child is entitled to attend school in the District.

If it is determined that your child does not reside in the District, the Board, within two (2) business days, will issue a written notification confirming the basis for this determination and the date your child is to be excluded from the District. The written notification will also confirm your right to appeal the Board's decision to the New York Commissioner of Education within thirty (30) days and advise that the instructions, forms and procedures for an appeal, including translated instruction forms and procedures can be found at the following:

- Online at the Office of Counsel, [www.counsel.nysed.gov](http://www.counsel.nysed.gov);
- Mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234; or
- Calling the Appeals Coordinator at (518) 474-8927.
- Sally Shields, Superintendent/Principal  
[sshields@northgreenbushcommon.org](mailto:sshields@northgreenbushcommon.org)

# North Greenbush Common School District



## **DISTRICT CONTACT INFORMATION**

### ***North Greenbush Common School District Office & Little Red School House***

*49 North Greenbush Road, Troy, NY 12180*

**Phone:** (518)283-6748    **FAX:** (518)283-6609

**Office Hours:** M-F 8am - 3pm

**Summer Hours:** (Jul & Aug) posted on website

**District Website:** [northgreenbushcommon.org](http://northgreenbushcommon.org)

Sally Shields, Superintendent/Principal	<a href="mailto:sshields@northgreenbushcommon.org">sshields@northgreenbushcommon.org</a>
Ann Meister, Secretary/Registrar	<a href="mailto:ameister@northgreenbushcommon.org">ameister@northgreenbushcommon.org</a>
Kristina Coughlin, Director of Curriculum & Instruction	<a href="mailto:kcoughlin@northgreenbushcommon.org">kcoughlin@northgreenbushcommon.org</a>
Cady Kuebler, District Treasurer	<a href="mailto:ckuebler@northgreenbushcommon.org">ckuebler@northgreenbushcommon.org</a>
Tori Davey, School Nurse	<a href="mailto:tdavey@lasalleinstitute.org">tdavey@lasalleinstitute.org</a>
Rocco Mazzarello, Transportation Director	<a href="mailto:rmazzarello@wynantskillufsd.org">rmazzarello@wynantskillufsd.org</a>
Lorraine Thompson, CSE-CPSE Chairperson	<a href="mailto:CSE@northgreenbushcommon.org">CSE@northgreenbushcommon.org</a>
Rocco Persico, School Psychologist	<a href="mailto:rpersico@northgreenbushcommon.org">rpersico@northgreenbushcommon.org</a>

Student Name _____	Student ID Number _____	Date _____
Grade _____	School Attending _____	
Emergency Phone Number/Email Address _____	Added to Student List _____	

**Student's Name:** \_\_\_\_\_ **Student's DOB:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**PRIMARY HOUSEHOLD PARENT/GUARDIAN INFORMATION**

**(Only list those adults currently living in the household with the child(ren) listed on page 2)**

1. Parent/Guardian/Other Adult \_\_\_\_\_  
Relationship to Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

2. Parent/Guardian/Other Adult \_\_\_\_\_  
Relationship to Child \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

**In the event of a school or medical emergency, what is the best way to contact you immediately?**

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**NORTH GREENBUSH COMMON SCHOOL DISTRICT      Registration Form – Page 2**

Student's Name: \_\_\_\_\_

**ALL CHILDREN LIVING IN PRIMARY HOUSEHOLD UNDER THE AGE OF 21**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE INITIAL</u>	<u>GENDER</u>	<u>DATE OF BIRTH</u>	<u>NAME OF SCHOOL</u>	<u>GRADE</u>

Is English the only language spoken at home? \_\_\_\_\_

If no, what other languages does your family speak? \_\_\_\_\_

**NON-HOUSEHOLD PARENT:** If parent is not residing in the primary household, please list their information below:

Name: \_\_\_\_\_ Relationship to child(ren) listed above \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Any legal custodial restrictions? \_\_\_\_\_ If yes, please attach court documents.

**Important Note Regarding Release of Students from School:** The school district shall presume that either parent of a student has authority to obtain the child's release from school. However, a student shall not be released to a noncustodial parent if the district has been provided with a certified copy of a legally binding instrument, such as a court order or decree of divorce, separation or custody that indicates the non-custodial parent does not have the right to obtain such release.

**NORTH GREENBUSH COMMON SCHOOL DISTRICT      Registration Form – Page 3**

Student's Name: \_\_\_\_\_

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Special Education Needs:

Is your child **CURRENTLY** receiving Special Education services? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please place a checkmark next to each service he/she is receiving.

- |                                |                                  |
|--------------------------------|----------------------------------|
| _____ Speech Language Therapy  | _____ Occupational Therapy       |
| _____ Physical Therapy         | _____ Consultant Teacher         |
| _____ Self-Contained Classroom | _____ 1:1 Aide or Classroom Aide |
| _____ Questar/BOCES            | _____ 504 Plan                   |
| _____ Declassified             |                                  |

Other Special Education needs: \_\_\_\_\_

Has your child ever received Special Education services **in the Past**? \_\_\_\_\_ Yes \_\_\_\_\_ No

Services received: \_\_\_\_\_

Date services ended: \_\_\_\_\_

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Names, addresses and phone numbers of two people with whom you have made arrangements to take responsibility for your child in the event that you cannot be reached.

Emergency Contact #1 \_\_\_\_\_ Emergency Contact #2 \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(H) Phone \_\_\_\_\_ (W) Phone \_\_\_\_\_ (H) Phone \_\_\_\_\_ (W) Phone \_\_\_\_\_



Student's Name: \_\_\_\_\_

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**Parent Statement:**

**I certify that the above information is true and correct. Any misinformation regarding residency may result in being billed to cover the cost of instruction and/or exclusion from attending the North Greenbush Common School District.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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The student information we enter and maintain in our Student Information System is used for many purposes. Please be aware that when an adult who is not a parent or legal guardian resides with a student's family, and is included in the student's permanent record, it is assumed that we have the parent's permission to discuss academic, disciplinary and other student matters with that adult. In addition, "other adult in the household" may be contacted in emergencies. Therefore, non-parent/legal guardian adults should be included on the registration form unless you agree with the above and sign the statement below.

The school maintains separate Emergency Contact information and you may indicate any adult of your choosing to be contacted should an emergency occur and you cannot be reached.

When/if any of the information you are providing changes, please inform the registrar, Ann Meister, to ensure that we have the most up-to-date information on file.

**By signing below, you are agreeing that the non-parent/legal guardian may be contacted regarding your child.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name Here \_\_\_\_\_ Relationship to Student \_\_\_\_\_

The answer you give below will help the District determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check one.)

- In a shelter
  
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
  
- In a hotel/motel
  
- In a car, park, bus, train or campsite
  
- Other temporary living situation (Please describe): \_\_\_\_\_
  
- In permanent housing

\_\_\_\_\_  
Print Name of Parent, Guardian, or Student  
(for unaccompanied homeless youth)

\_\_\_\_\_  
Signature of Parent, Guardian or Student  
(for unaccompanied homeless youth)

\_\_\_\_\_  
Date

If the student is **NOT** living in permanent housing, **proof of residency** and other documents normally needed for enrollment are not required and the student is to be immediately enrolled. The district's LEA liaison is required to assist the student in obtaining any necessary documents, including immunization or school records after the student has been enrolled.

## Student Racial and Ethnic Identification as Specified by the NYS Dept. of Education

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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### Please answer questions 1 and 2:

1. Is the child Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.  
Yes \_\_\_\_\_ No \_\_\_\_\_
  2. What race or races apply to this child? Check one or more boxes.
    - American Indian or Alaska Native: A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition. E.g., Cherokee, Mohawk, Inuit.
    - Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
    - Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
    - Black: A person having origins in any of the black racial groups of Africa.
    - White: A person having origins in any of the original peoples of Europe, North America, or the Middle East.
    - Two or More Races.
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Child's Place of Birth (City, State): \_\_\_\_\_

Was your child born outside of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please answer the questions below.

What country was your child born in? \_\_\_\_\_

Date of initial entry into the United States? \_\_\_\_\_

Date child first entered U.S. Schools? \_\_\_\_\_

Number of years in school outside the U.S. \_\_\_\_\_

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Name of last school child attended \_\_\_\_\_

Address and phone number \_\_\_\_\_

Is the student in foster care? \_\_\_\_\_

If yes, please provide a copy of the placement order (DSS-2999).