

Online until  
Further notice

**Registration**  
Please contact:  
[mkoutoulas@schools.nyc.gov](mailto:mkoutoulas@schools.nyc.gov)



You must have **all of the following with you** to complete registration:

- Your child
- Proof of Age (ex., Birth certificate or passport)
- Proof of Immunization
- Two (2) Proofs of Residence as noted below** (this is a zoned school)

## VII. VERIFICATION OF RESIDENCY

A. Proof of address must be provided when enrolling a student in school. A telephone bill, credit card bill or medical insurance card is not acceptable proof of address. Proof of residence must be demonstrated by any **two** of the following documents, each of which must state the home address. Proof of address may be verified by any **two** of the following:

- a. a lease agreement, deed or mortgage statement for the residence;
- b. a residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison); must be dated within the past 60 days;
- c. a bill for cable television services provided to the residence; must include the name of the parent and address of the residence and be dated within the past 60 days;
- d. documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children's Services (ACS), or an ACS subcontractor, indicating the resident's name and address; must be dated within the past 60 days;
- e. a current property tax bill for the residence;
- f. a water bill for the residence; must be dated within the past 90 days;
- g. rent receipt which includes the address of residence; must be dated within the past 60 days;
- h. State, city, or other government issued identification (including an IDNYC card); which has not expired and includes the address of residence;
- i. income tax form for the last calendar year;
- j. official NYS Driver's License or learner's permit, which has not expired;
- k. official payroll documentation from an employer issued within the past 60 days such as a pay stub with home address, a form submitted for tax withholding purposes or payroll receipt (a letter on the employer's letterhead is not adequate); must include home address and be dated within the past 60 days;
- l. voter registration documents, which include the name of the parent and the address of residence;
- m. unexpired membership documents based upon residency (e.g., neighborhood residents' association), which include the name of the parent and the address of residence;
- n. evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.

**None of the documents listed above will suffice alone.** Two proofs of residence are required, except in cases where a Third-Party Affidavit (see Attachment 8) is one of the documents, and in that case, three proofs of residence are required (as explained in paragraph 2 below). If a parent is subletting an apartment or home, or if more than one family shares a living space and there is only one leaseholder or homeowner, residency can be demonstrated by an "Address Affidavit" signed by both the primary leaseholder as well as the parent affirming that the family is residing in the apartment or home, and two other documents verifying the family's home address. It is preferable that the signatures on the Address Affidavit be notarized, but in the absence of notarized signatures, the Affidavit can be accepted together with additional documentation that verifies the primary leaseholder and the parent's residence in the apartment or home. If the parent is unable to obtain this type of Address Affidavit, the parent may submit a written statement by a third party attesting to the fact that the parent resides at a particular address ("Third-Party Affidavit", see Attachment 8), along with two other documents from the list in Section VII.A.1, above, verifying that the family is residing at this address.