

# DOCUMENTATION REQUIRED FOR REGISTRATION WHITE PLAINS CITY SCHOOL DISTRICT

The Controlled Parents' Choice registration period will take place from **January 5, 2022 to February 11, 2022**. Please go to the District's website at [www.whiteplainspublicschools.org](http://www.whiteplainspublicschools.org) and select '**Register for School**'. Then select '**Online Registration**' to begin the process. After submitting your child's registration application and required documents, you will be emailed a Choice Form. The deadline to return the Choice Form is **February 23, 2022**.

**When you register your child (ren), please be sure to have the following documents ready to submit online:**

- **Proof of residency in White Plains** (see requirements on the reverse side)
- **Official verification of the date of birth** (birth or baptismal certificate or passport)
- **Proof of guardianship/custody**
- **School Records** (transcript, including report card, test results)
- **Physical Exam record is required** and should be done within 12 months of school entrance
- **Immunization Record, which must include:**
  1. physician's signature and/or the stamp of the health clinic
  2. month, day, and year for each shot

The New York State Education Department mandates that school districts must enforce Public Health Law requirements for immunization of children attending school. Proof of immunization for the diseases listed below must be presented during the registration:

Vaccines	Pre-K (Day Care, Head Start, Nursery or Pre-K)	Kindergarten & Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
DTaP/DTP/Tdap	4 doses	5 doses <u>or</u> 4 doses if the 4 <sup>th</sup> dose was received at 4 years or older <u>or</u> 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tdap	Not applicable		1 dose must be given at age 10 or older	
IPV/OPV	3 doses	4 doses <u>or</u> 3 doses if the 3 <sup>rd</sup> dose was received at 4 years or older		
MMR	1 dose	2 doses		
Hepatitis B	3 doses	3 doses <u>or</u> 2 doses of <b>adult Hepatitis B vaccine</b> (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox)	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY)	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses <u>or</u> 1 dose if the dose was received at age 16 years or older
Hib	1 to 4 doses	Not applicable		
PCV	1 to 4 doses	Not applicable		
Tuberculosis	Not applicable	A <b>Tuberculin Screening Form</b> is requested and must be signed by the child's physician. If a tuberculosis test is given and the result is positive, written documentation of follow up by a physician is required. <b>The test should be administered within a year of registration.</b>		
Acceptable Titers in NYS: Measles, Mumps, Rubella, Hep B & Varicella. As of June 7, 2017, Polio Titers as NO longer recommended.				
*Most of the students in grade 8 & 9 will have already received the MENACWY vaccine dose in grade 7. You must be given at 10 years of age or older.				

- **Dental Record** indicating a comprehensive dental examination is requested.

# Residency Requirements

**NOTE:** Education Law (Section 3202.1) states that the residency of the *parent* is the official residency of the *student*.

**Parents/guardians are responsible for tuition payment if the parents' residency is not within the White Plains City School District. If you move from the White Plains City School District and do not withdraw your children in accordance with district policy, you will also be responsible for tuition.**

## To Verify Residency at the Time of Registration

### ■ HOMEOWNERS ■

**TWO DOCUMENTS ARE REQUIRED:**

1. signed closing statement **or** deed  
**and**
2. recent utility (Con Edison) **or** telephone bill (or notification of hook-up order)

### ■ RENTERS ■

**TWO DOCUMENTS ARE REQUIRED:**

1. lease signed by both parties  
**and**
2. recent utility (Con Edison) **or** telephone bill **or** cable bill (or notification of hook-up order)

**If the lease is not available**, a notarized *Landlord's Affidavit for Renters* (available from the Family Information Center or the district website) must be completed and returned with a **rent receipt** from the landlord, plus a **recent utility, telephone or cable bill**. *The district will investigate the residency of families who use a Landlord's Affidavit for Renters.*

### ■ WHEN PARENT(S) AND STUDENT(S) LIVE WITH A FRIEND OR FAMILY MEMBER ■

**THREE DOCUMENTS ARE REQUIRED:**

1. notarized *Residency Affidavit* (available from the Family Information Center or the district website)  
**and**
2. lease signed by both parties **or** signed closing statement or deed verifying the residency of the friend or family member  
**and**
3. recent utility (Con Edison), telephone or cable bill of the friend or family member

*The district will investigate the residency of families who use a Residency Affidavit.*