

DOCUMENTATION REQUIRED FOR REGISTRATION WHITE PLAINS PUBLIC SCHOOLS

Telephone the Family Information Center at 422-2038 to make an appointment to register your child (ren). The Center is located at 500 North Street, White Plains, NY 10605 on the White Plains High School campus. Required forms are available at the Center or can be downloaded from the district website: www.whiteplainspublicschools.org.

When you register your child (ren), please bring the following with you:

- ➔ **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	Grades 5	Grades 6, 7, 8, 9 & 10	Grades 11 & 12
DTaP/DTP/Tdap	4 doses	5 doses <u>or</u> 4 doses. The 4 th dose must be given at 4 years of age or older <u>or</u> 3 doses if series started at 1 year or older		3 doses	
Tdap	Not applicable			Age 11: Must receive an immunization containing Tetanus Toxoids, diphtheria, and acellular pertussis (Tdap)	1 dose
Meningococcal conjugate vaccine (MenACWY)	Not applicable			1 dose Grades 7 or 8* or 9*	By Grade 12: 2 doses or 1 dose if the dose was received at age 16 years or older
IPV/OPV	3 doses	4 doses <u>or</u> 3 doses if the 3 rd dose was received at 4 years of age or older	3 doses	4 doses <u>or</u> 3 doses if the 3 rd dose was received at 4 years of age or older	3 doses
MMR	1 dose	2 doses			
Hepatitis B	3 doses	3 doses		3 doses or 2 doses of adult Hepatitis B vaccine (Recombivax)	
Varicella (Chickenpox)	1 dose	2 doses	1 dose	2 doses	1 dose
Hib	1 to 4 doses	Not applicable			
PCV	1 to 4 doses	Not applicable			
Tuberculosis	Not applicable	A Tuberculin Screening Form must be completed and 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. The test should be administered within a year of registration.			
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, unless transferred from out of state or out of country. MenACWY vaccine is not required per NYSDOH for grade 10.					
*Note: MenACWY vaccine is not required per NYSDOH for grade 11.					

- ➔ **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 before a registration appointment can be made.