Plattsburgh City School District

Registration Packet

Pre-K – Grade 12

Welcome to Plattsburgh City School District!

The following information is **REQUIRED** to register your child:

* Completed Registration Form
* Registrants must provide **at least two pieces of evidence to verify residency**. Examples of acceptable documents are outlined below. The Board designee will identify and append copies of the documents provided.
  + **A deed or other proof of real property ownership**
  + **A lease or rental agreement**
  + **A utility bill in the parent/guardian’s name which shows an address within the District**
  + **The address on the parent/guardian’s driver’s license**
  + **A record of the parent/guardian’s voter registration**
  + **A recent income tax return showing the parent/guardian’s name and address within the District**
  + **A current paycheck stub showing the parent/guardian’s name and address within the District**
  + **Documentation illustrating the parent/guardian is receiving public assistance benefits at an address within the District**
  + **U.S. Department of Homeland Security documentation establishing District residence and U.S. resident status**
* Student’s Birth Certificate
* All Legal or Custody Documents
* Physical
* Immunization Record

Our Centralized Registration Office is located at 49 Broad Street, Plattsburgh NY 12901.

Registration Hours: 8:00 a.m. to 4:30 p.m. Monday thru Friday

Please contact Christine Le Clair at (518) 957-6004 if you have questions regarding Student Registration.

**Plattsburgh City School District’s McKinney Vento Liaison/Foster Care Liaison is:**

**David Baroody, Director of Management**

**49 Broad Street**

**Plattsburgh, NY 12901**

**(518)957-6003**