Pre-Registration Checklist

Be sure to bring the following when you pre-register for school:

- Proof of your child’s age (child’s birth certificate, passport, or record of baptism)
- Your child’s immunization records
- Your child’s latest report card/transcript
- Applicable Affidavits issued by the Brentwood School District

AND

Two (2) of the documents below verifying proof of address with full name and address:

- Lease agreement, deed, mortgage statement for the residence
- A residential utility bill (gas or electric) in the resident’s name issued by a utility company (such as National Grid or LIPA)- must be dated within the past 60 days
- A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children Services (ACS), or an ACS subcontractor, indicating the resident’s name and address- must be dated within the past 60 days
- A current property tax bill for the residence
- A water bill for the residence- must be dated within the past 90 days
- State, city, or other government issued identification, which has not expired and includes the address of residence
- Income tax form for the last calendar year
- Official NYS Driver’s License or learner’s permit, which has not expired
- Official payroll documentation from an employer issued within the past 60 days, such as a paystub 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
- Voter registration documents, which include the name of the parent and the address of residence
- Unexpired membership documents based upon residency (such as neighborhood residents’ association, the library), which include the name of the parent and the address of residence
- 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