

## ***2012-13 SCHOOL YEAR REGISTRATION INFORMATION***

To be eligible for admission to Kindergarten in September 2012, students must turn **five (5) by December 31, 2012 and be residents of New York City**. In accordance with Chancellor's Regulation A101, admission priorities are as follows:

- Zoned students with verified siblings
- Zoned students without siblings

**INTAKE WILL BEGIN ON MONDAY, JANUARY 9<sup>th</sup> AND WILL CONTINUE THROUGH WEDNESDAY, FEBRUARY 29<sup>TH</sup> (MONDAY – WEDNESDAYS ONLY BETWEEN THE HOURS OF 9:00 AND 11:00 AM) YOU DO NOT NEED TO SCHEDULE AN APPOINTMENT**

**INTAKE IS NOT PRE-REGISTRATION** You do not have to bring your child at this time, but you must bring **original\*** documents (and one copy) as follows:

**\*Two (2) original verifiable proofs of address (and a copy of each proof of address for the school to keep), from the list below which must be current (within the past 60 days):**

- An original lease agreement, deed or mortgage statement
- A residential utility bill (gas or electric are acceptable) in the resident's name issued by Con Edison
- A signed, original letter from housing management on their letterhead stating your address, occupants, and how long you have lived there
- Documentation or letter from a federal, state or local government agency (i.e. the IRS, NYC Housing Authority, Human Resources or the Administration for Children's Services (ACS))
- A current property tax bill or water bill for the residence
- Official payroll documentation from an employer issued within the past sixty days such as a form submitted for tax withholding purposes or a payroll receipt. A letter on employers letterhead is not adequate.

**\* We do not accept phone bills, credit card bills, cable bills, or social security cards.**

**\*Proof of Birth – Birth certificate, passport or baptismal certificate**

**\*A self addressed, stamped envelope**

**DURING THE WEEK OF MARCH 19<sup>th</sup> – MARCH 23<sup>rd</sup>, 2012, FAMILIES WILL BE NOTIFIED OF AN ASSIGNMENT OFFER AT YCS VIA REGULAR MAIL AND EMAIL**

### **PRE-REGISTRATION**

**Pre-registration is by appointment only.** Appointments are available beginning Monday, March 26<sup>th</sup>-April 20<sup>th</sup>. **Once you receive your assignment offer**, you can schedule an appointment by calling our School Secretary, Annette Ortiz, at 212-722-5240 or emailing us at [ycs.reg@gmail.com](mailto:ycs.reg@gmail.com). When you arrive for **pre-registration**, please **bring your child** and the following **original** documents:

- Your address verification (see acceptable forms of proof above). All documents must be current within 60 days.
- Your child's birth certificate, passport or baptismal certificate
- Your child's immunization record
- Your child's Individualized Education Program (IEP), if applicable