

George J Ryan Middle School 216 Queens

REGISTRATION

Monday – Thursday 9:00 – 10:00 AM

Registration Policies as per Chancellor's Regulation A-101

You will need the following when you register

1. **Proof of age**, such as a birth certificate, passport, or record of baptism.
2. Child's **immunization records** (if available)
3. Child's **educational records**, such as latest report card/transcript (if available).
4. **Verifiable proof of address:**

Proof of address must be demonstrated by any two (2) of the following documents, each of which must state the home address.

- A lease agreement, deed or mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (e.g., National Grid or Con Edison); 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 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 City Housing Authority, the federal Office of Refugee Resettlement, the NYC Human Resources Administration, or the NYC Administration for Children's 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**;
- **rent receipt** which includes the address of residence; **must be dated within the past 60 days**;
- State, city, or other government issued **identification** (including an IDNYC card); 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 **pay stub 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;
- 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 child and address of residence.

A telephone bill, credit card bill or medical insurance card is NOT acceptable proof of address.

5. The child **MUST** be with you to register.