



DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
DR. DANIEL HALE WILLIAMS MIDDLE SCHOOL 180

"A SCHOOL OF EXCELLENCE AND OPPORTUNITY"

Marlon Williams
Principal

Jessica Astor
Dr. Barrington Henry
Assistant Principals

Corey Dicker
Astere Yemmer-Brown

Dear Parent/Guardian:

In order for a student to register into a New York City public school, **the parent and child must both be present.**

Child's Name _____ Child's DOB _____ / _____ / _____

Parent/Guardian/Representative's Name _____

Registration Checklist - Below are the documents required. Please read and utilize the checklist below.

- ☐ Proof of your child's age (child's birth certificate, passport, or record of baptism),
- ☐ Your child's immunization records (if available),
- ☐ Your child's latest report card/transcript (if available), and
- ☐ Two (2) of the documents below verifying proof of 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 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 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, 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 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), which include the name of the parent and the address of residence;



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- 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.

Additional documents to be completed on site:

_____ Blue Cards (Nurse/Office) _____ Digital Blue Card _____ Emergency Contact Form

_____ Ethnicity Form _____ Housing Questionnaire _____ Language Survey

_____ Residency Affidavit _____ Student Registration Form _____ Online Lunch application

Note for Students in Temporary Housing Students in temporary housing, as defined by McKinney-Vento, are not required to submit documentation (including address, proof of date of birth, and immunization) in order to enroll. Schools must provisionally pre-register the student and then work with the students in temporary housing DOE contact to obtain documentation.

The information below must be completed by an M.S. 180 staff member.

-----**STOP**-----

Student's Name: _____

Staff member facilitating intake: _____

_____ Student Present _____ Parent/Guardian identification provided

***Attach copies of ALL identifying documents.**

Additional Considerations:(Y or N) _____ Special Education Services _____ ENL Services

Assigned Class: _____ **Date Completed:** _____

Secretary Signature: _____