

Cheektowaga Central School District Registration Checklist

Required documents to bring to registration appointment

Call Registration at (716) 686-3665 for an appointment

- ✓ **Parent/guardian photo I.D. with signature** for identification purposes (e.g. driver's license, employee ID)
- ✓ **Proof of Owning or Renting a home in the District – bring any ONE of these:**
 - Residential lease signed by landlord and tenant
 - Proof of ownership such as a deed, mortgage statement, or Town of Cheektowaga property tax receipt
 - CCSD form "Certified Statement of Landlord/Tenant"
 - CCSD form "Temporary Shared Housing Affidavit"
 - Such other statement by a third party establishing the parent's or person in parental relation's physical presence in the District.
- ✓ **Proof of Residency – bring any TWO of these:**
 - Utility, phone, car payment, car insurance, or other official bill showing service in your name at address in the District
 - Pay stub
 - Bank statement
 - Income tax form
 - Voter registration document
 - Official driver's license, learner's permit or non-driver identification
 - Documents issued by federal, state or local agencies (eg., local social service agency, federal Office of Refugee Resettlement)
 - Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers
- ✓ **Proof of Age – bring ONE of these for each child:**
 - Birth certificate
 - Baptismal record
 - Passport (if no certified transcript of a birth certificate or record of baptism)

(**NOTE:** If no birth certificate, record of baptism or passport are available, the school district may consider other documentation *in existence two years or more*: official driver's license; state or other government issued identification; school photo ID with date of birth; consulate ID card; hospital or health records; military dependent ID card; documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); court orders or other court-issued documents; Native American tribal document; or records from non-profit international aid agencies and voluntary agencies)
- ✓ **Health Records (Proof of immunizations)**
- ✓ **School Records**
- ✓ **Foster Placement Children: DS#2999 form required**
- ✓ **Evidence of Parental Status (Custody papers in the form of a court order of custody are acceptable)**

Registrant must be able to demonstrate they are the person in parental relation to the child, over whom they have total and permanent custody and control.