



SUFFERN CENTRAL SCHOOL DISTRICT

45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Mr. Lawrence Mautone
Assistant Superintendent for
Human Resources
(845) 357-7783, x11223
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2020-2021

Dear Parents/Guardians:

Thank you for your interest in enrolling your child(ren) in the Suffern Central School District on a tuition paying basis. The Suffern Central School District has a well-earned reputation of providing students with an outstanding academic and extracurricular experience. By admitting your child as a non-resident tuition paying student, our expectation is that your child will be committed to our mission of “Educating for Personal Excellence.”

Students are to be enrolled using our online registration process and by completing fillable forms. These forms will be emailed to you upon request by emailing Natalia Montes at nmontes@sufferncentral.com. They may also be downloaded from our website (www.sufferncentral.org). On the website they are found under the “Families” tab and then the “Non-Resident Students” tab. These forms along with any supporting documentation may be emailed to Ms. Montes. If you do not have access to a computer and/or email, you may also set up an in-person appointment with Ms. Montes at our District Office, 45 Mountain Avenue, Hillburn, New York 10931. Ms. Montes phone is 845-357-7783 extension 11222.

If your child(ren) is accepted and enrolled:

- You will receive a Parent/Guardian Acceptance Form that will need to be read and completed.
- Pursuant to the Board Policy 5152 (enclosed) you will be responsible for providing your child’s transportation to and from school. The School District will not provide any transportation.
- You will receive an invoice for tuition from the School District’s Business Office. Upon receipt of the invoice, please send a check made payable to the Suffern Central School District. Tuition for students K-5 is \$10,000 for the year and for students in grades 6-12 tuition is \$13,000 for the year. You will be billed in two installments. The first installment is due August 15, 2020 and the second installment is due January 15, 2021. Non-resident students who have been accepted for admission to our School District will be permitted to remain enrolled only if their tuition is paid in full by the deadline set by the School District.
- Your child must become familiar with the Code of Conduct since every student enrolled in any of our schools is expected to fully comply with it. The School District’s website can be located at www.sufferncentral.org and the District Code of Conduct document can be found under the families tab.

In addition to the registration materials that must be submitted, if available, you must submit the following:

- original or certified transcription of your child’s birth certificate; or if not available
- an original or certified transcription of your child’s certificate of baptism; or if not available
- child’s passport

In the absence of any of the aforementioned, you may provide any other documentation that has been in existence for over two years that could be used to establish your child’s age.

For example:

- a. official driver's license
- b. state or other government issued identification
- c. school photo identification with date of birth
- d. consulate identification cards
- e. hospital or health records
- f. documents issued by federal, state, or local agencies (e.g., local service agency, federal Office of refugee Resettlement)
- g. court orders of other court-issued documents
- h. Native American tribal document
- i. records from non-profit international aid agencies and voluntary agencies.

We will also be requesting academic transcripts and behavior reports from the previous school of enrollment.

In order to make a timely decision regarding a student's ability to be enrolled in the District, the aforementioned information and documentation should be email or delivered to my office, located in District's Central Office – at 45 Mountain Avenue, Hillburn, New York at least four weeks before you would like your child(ren) to begin school. If you have questions or would like to set up an appointment with my assistant, Natalia Montes, please contact 845-357-7783 extension 11222.

On behalf of the Acting Superintendent of Schools and the Board of Education, I want to thank you for your interest in the Suffern Central School District and I wish your child much success.

Sincerely,

Lawrence Mautone

Assistant Superintendent of Human Resources