



SUFFERN CENTRAL SCHOOL DISTRICT

45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Mr. Lawrence Mautone
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Human Resources
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Dear Parents/Guardians:

Welcome to the Suffern Central School District. Students are to be enrolled using our online registration process and by completing fillable forms. These forms along with any supporting documentation may be emailed to our Central Registrar, Ginny Capolupo at vcapolupo@sufferncentral.org. If you do not have access to a computer and/or email, you may also set up an in person appointment with Ginny Capolupo at Suffern High School, 49 Viola Road, Suffern, New York 10901. Registrar's phone is 845-357-3800 extension 41308.

In order to verify your child's eligibility to attend the schools of our district, you must submit the following documents, records, or information to the registrar at your appointment, if available, but no later than the close of business on the third business day.

You must submit at least one of the following documents:

- A residential lease, mortgage, or deed
- A statement from a landlord concerning your tenancy
- A statement from a third party that establishes your presence in the Suffern Central School District.

Additionally, you must read and sign the Notice Registration Statement certifying your relationship to the student and address in the District.

You may also submit any other relevant evidence you wish to, including but not limited to the following types of documentation.

- a. pay stub;
- b. income tax form;
- c. utility or other bills;
- d. membership documents (e.g. library cards) based upon residency;
- e. voter registration document(s);
- f. official driver's license, learner's permit or non-driver identification;
- g. state or other government issued identification;
- h. documents issued by federal, state, or local agencies (e.g. local social service agency, federal Office or Refugee Resettlement); or
- i. evidence of custody of the child in question, including but not limited to judicial custody or order or guardianship documentation.

Finally, 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.

In order to make a timely decision regarding a student's right to continued enrollment in the District, the aforementioned information and documentation should be delivered to the registrar, located in Suffern High School, tomorrow (or the next regular business day if tomorrow is a weekend or holiday). If you have questions or would like to set up an appointment with our registrar, Ginny Capolupo, to enroll your child, please contact 845-357-3800 extension 41308 or vcapolupo@sufferncentral.org.

Thank you,

Lawrence Mautone
Assistant Superintendent of Human Resources