



Welcome

Welcome to the Putnam Valley Central School District. All students in **grades K–12** must enroll with the **District Registrar**, located in the District Office.

Registration Appointments

Please schedule an appointment by using the following link, you will see a Google calendar link to set up your appointment: <https://pvcsd.org/index.php/district/parent-resources/register/>

- **Preschool Special Education (ages 3–5):** Please contact the **Special Education Office** at **(845) 528-8130 ext. 1317**.

Parent Notice: Parents/guardians have the right to refer their child for a **special education evaluation** if they believe their child may have an educational disability. For additional information, please contact the **CSE Chairperson** at **(845) 528-8130 ext. 1307**.

Required Documents to Begin Registration

A registration packet is provided for you to complete. In addition, you **must bring the documents listed below** to begin the registration process.
All residency documents are subject to verification.

Bring ALL That Apply

- ☐ **ONE Proof of Age** (original documentation required):
 - ☐ Birth Certificate (original)
 - ☐ Baptismal Certificate (original)
 - ☐ Passport (original)
- ☐ **Completed Immunization Record and Physical** (signed and stamped by a physician)
 - Physical must be dated **within 12 months** of the student's school entry
- ☐ **Educational Records**, if applicable:
 - Report card, IEP, Section 504 Plan, ELL services documentation

- ☐ **Divorce / Separation / Custody Papers**, if applicable
 - ☐ **Guardianship Papers**, if applicable
 - ☐ **Care / Control Papers**, if applicable
 - ☐ **Foster Child Data Sheet**, if applicable
 - ☐ **Order of Emancipation or Affidavit of Emancipation**, if applicable
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Proof of Residency Checklist

Please use this checklist to ensure you bring the correct documents.

Required for ALL Families

- ☐ **Statement of Legal Residency Affidavit** (must be notarized) in the registration packet

All documents must show your **current physical address**.
P.O. Box addresses are not accepted.

Homeowners Checklist

Step 1: Provide ONE (1) of the following (check only one):

- ☐ Deed
- ☐ Most recent **School or Property Tax Bill**
- ☐ Most recent **Mortgage Statement**

Important: You do **NOT** need all three — **only ONE** is required.

Step 2: Provide TWO (2) current documents (dated within the last 30 days) in the homeowner's name:

- ☐ Utility Bill (gas, electric, oil, telephone, or cable/satellite)
- ☐ Utility Bill (second bill, if applicable)
- ☐ Property Insurance Certificate

(Select any two from the options above.)

Renters Checklist

Step 1: Provide ALL of the following:

☐ Valid, fully executed lease including:

- Rental property address
- Landlord's name, address, and phone number
- ☐ Completed, signed, and notarized **Affidavit of Property Owner/Landlord if you do not have a copy of your lease. This form is provided within the registration packet.**

Step 2: Provide TWO (2) current documents (dated within the last 30 days) in the renter's name:

- ☐ Utility Bill (gas, electric, oil, telephone, or cable/satellite)
- ☐ Utility Bill (second bill, if applicable)
- ☐ Section 8 or Municipal Housing Statement

If utilities are included in your rent, please contact the registration office to discuss other acceptable proof of residency.

Important Reminders

- ☐ All documents must reflect the **current physical address**
- ☐ Documents with **P.O. Box only** addresses will **not** be accepted
- ☐ Original documents are required