



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

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