



# Batavia City Schools

## Notice and Records Request Authorization

### NOTICE

Please be advised that the provision of false information on this registration form could result in a perjury prosecution. In addition, the district reserves the rights to recover from parents, legal guardians or other responsible parties the entire actual cost of educating a student, plus related costs, for the entire period that any non-resident student is enrolled in the District's schools without authorization and/or false pretenses. This includes cost for students receiving special education services, which are considerably higher and vary depending upon the specific program(s).

### CERTIFICATION

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ declare under penalty of perjury that the above named student resides at the address shown on the document indicated above and attached. I will notify the school within two weeks of residency changes and agree to provide a new residency proof and update signed statement at that time. Non-compliance may jeopardize continued enrollment.

**FALSIFICATION OF ANY INFORMATION OR DOCUMENT REQUIRED FOR RESIDENCY VERIFICATION OR THE USE OF THE ADDRESS OF ANOTHER PERSON WITHOUT ACTUALLY RESIDING THERE MAY RESULT IN REVOCATION OF STUDENT ENROLLMENT AND POSSIBLE LEGAL ACTION FOR PERJURY.**

### AUTHORIZATION

I authorize the request of student records from previous school and give permission to the Batavia City School District to verify telephone numbers and addresses. I understand that if the District believes that the information on this is form is no longer correct or that the child being registered no longer lives at the address provided by you, the Batavia City School District has the right under New York State Law to investigate and to withdraw that child from the Batavia City School District.

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_  
or 6-digit Session Key from Online Pre-Registration

### PROOF OF RESIDENCY

In accordance with New York State Education Law, **TWO** proofs of residency are required for each family registering students in the Batavia City School District.

Please **check the box that represents your residency status and provide proofs listed below.**

Please provide **EITHER ONE** item from Category 1 and **ONE** from Category 2,

**OR** If an item in Category 1 is unavailable, please provide at least **TWO** from Category 2.

#### Category 1:

- Homeowner** - Mortgage Statement, Warranty Deed, School or Property Tax Bill, Home Insurance policy
- Renter** – Lease Agreement, Statement from landlord or other third-party that establishes physical address in District
- Shared Residency** – Sharing single family home or apartment with another family. *(The Shared Residency form will be provided to you if it is determined that housing is not due to loss of residency because of hardship.)*

#### Category 2: (included but not limited to)

- Pay Stub
- Utility bills or other bills;
  - Utility bills preferred:
    - gas,
    - electric,
    - water,
    - cable,
    - landline telephone
- Income tax form
- Voter registration document
- Membership documents (e.g. library cards) based on residency and showing name, address and recent date
- Official driver's license, learner's permit or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies (e.g. local social service agency, Office of Refugee Resettlement); or
- Evidence of custody of child, including but not limited to judicial custody orders or guardianship papers