

WELCOME TO THE BRIGHTON CENTRAL SCHOOL DISTRICT

Registration for new students – The first step in the registration process for all new students takes place **by appointment** throughout the year in the Brighton Central School District's Registration Office which is located in the Administration Building at 2035 Monroe Avenue, Rochester, NY 14618. The office is open from 9 a.m. to 3:00 p.m. Monday through Friday. The phone number of the Registration Office is 585-242-7533.

Registration Process

There is a five (5) step process for registration:

- Gather required documentation (see below) and call 242-7533 to **make an appointment to register.**
- Bring all the required documentation to the Registration Office/Office of Assessment.
- Complete the District's registration and residency forms and provide required proofs (see below)
- After the documentation has been reviewed and accepted, you will be given a registration packet to complete and return to the appropriate school building
- School building registration

Required Documentation

ALL DOCUMENTS MUST BE ORIGINALS (photo copies will not be accepted)

Proof of Date of Birth – Evidence of your child's date and place of birth is required (Original raised-seal birth certificate)

Proof of Custody (if applicable) – If the child's natural parents are not together, documentation must be provided proving custody and/or primary residence of this child. It may also be necessary to provide a notarized statement from each parent detailing time spent at each residence.

Proof of Residency - In order to process your child's registration efficiently, please read the portion that applies to your situation and provide the documentation listed.

1. Proof of ownership
 - a. Mortgage statement, tax bill, deed, utility bills
 - b. Accepted purchase offer if ownership is pending. Occupancy must occur within ninety days of the date on the purchase contract or tuition will be charged. Once the sale is completed, proof of ownership must be provided to the Registration Office (closing statement, deed, HUD-1 settlement statement, mortgage statement)

2. Proof of tenancy
 - a. Rental/lease agreement with the child's name included as an occupant.
 - b. 2 different utility bills with your name and Brighton address OR 1 utility bill PLUS a bank or credit card statement with your name and the Brighton address.
3. Proof of shared residence
 - a. If you are living in the District with a relative/friend, a notarized affidavit from the owner of the property is required. We can provide you with this form if necessary.
 - b. The friend/relative must provide proof of ownership (see #1 above)
 - c. In addition to the notarized statement you must also provide at least two of the following: utility bill, bank or credit card statement, cellular phone bill or other documentation in your name at the shared Brighton address.

School Building Registration

1. Immunization records are required before students can enter the classroom. A listing of minimum immunization requirements for entrance to NYS schools can be found online in the Parent Information Guide (www.bcsd.org). Please note the district does not provide immunizations. If your child has not had these immunizations, please contact your physician or the Monroe County Health Department, 111 Westfall Road, Rochester NY 14620, phone (585) 274-6148.
2. Academic Records
 - a. Transcript (high school students) or most recent report card and standardized test scores from your child's previous school are required. If you have a copy of these records, please bring them to the school.
 - b. Please inform the school if your child has been receiving Special Education services such as an IEP or 504 Plan. If you have a copy of these records, please bring them to the school.
 - c. ESOL (English for Speakers of Other Languages) evaluation, if applicable.
3. New Student Screening (to be performed by Brighton Central School District personnel)
 - a. Academic screening in the areas of math, reading and writing is required if the student is coming from a private or parochial school outside of the Brighton School District **OR** from any school outside of New York State.
 - b. ESOL screening is required for those students who are limited or non-English speaking.
 - c. Screening is required for students K – 2.