



P.O. Box 219, 11868 ACADEMY STREET, CHAUMONT, NY 13622

phone: 315-649-2417 ♦ fax: 315-649-2663 ♦ website: www.lymecsd.org

CAMMY J. MORRISON, SUPERINTENDENT

LYME CENTRAL SCHOOL STUDENT REGISTRATION

- All incoming public or non-public school students planning to attend Lyme Central School, or requesting non-public school transportation/ books, must register.
- The necessary forms can be downloaded from the school website www.lymecsd.org under the **District tab**, then **Student Registration**. Registration forms are also available from the school registrar, Mrs. Tina Kimmis by calling (315) 649-2417 option 2.

REGISTRATION

If you would like an in person meeting to register your student(s), please call Mrs. Kimmis at 315-649-2417 to set up an appointment. Otherwise, please complete paperwork and return via one of the following: Email tkimmis@lymecsd.org, Fax (315) 649-2812, or Mail to PO Box 219, Chaumont, NY 13622, please no cell phone photos of documents.

PROOF OF RESIDENCY

Residency forms are described below and are available on our website:

- **Form A:** If you are a homeowner, you must submit Form A and **one** proof of ownership (deed, tax bill, mortgage statement, utility bill, cable bill, etc.)
- **Form B:** If you are a renter and have a lease/rental agreement, you must submit a Notarized Statement of Residency (Form B) with a **lease/rental agreement**. Your landlord must complete Form A.
- **Form C:** If you reside in the home of a district resident but do not pay rent or have utility bills in your name at the residence, then you must complete Form C. Your landlord must complete Form A.
- **Form D:** If you are in the process of purchasing a home within the district, you may submit a signed Intent to Purchase Home (Form D) **with your purchase contract** which must have a closing date within 30 days. Within 30 days following the purchase, you are required to submit Form A with the accompanying proofs/documents.
- **Form E, F and F1:** These are alternative forms of documentation to establish residency, including sworn statements from a parent/guardian/person(s) in parental relationship and alternative documentation to establish or show residency in the district.

PREPARING TODAY'S STUDENTS TO BE TOMORROW'S CITIZENS

BOARD OF EDUCATION

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MR. RAY MCINTOSH
MR. SCOTT RICKETT

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PROOF OF AGE

At least one (1) of the following proof of the child's age must be provided:

- A. Birth Certificate or Record of Baptism
- B. If A is not available, then Passport either domestic or foreign
- C. If A or B are not available, then any other documentary evidence in existence for two years or more to establish student age, including but not limited to:
 - Driver's License
 - State or Government-Issued ID
 - School Photo ID with date of birth
 - Consulate ID card
 - Hospital or health records
 - Military dependent ID card
 - Documents issued by federal, state or local agencies
 - Court orders or other court-issued documents
 - Native American tribal document
 - Records from non-profit international aid agencies and voluntary agencies (VOLAG)

HEALTH RECORDS

- Current Immunization Record
- Child's current health physical (must be secured within 1 year of entering school. If the most current physical expires, the parent/guardian has 30 days from the child's start date in school to secure one)

ADDITIONAL REGISTRATION DOCUMENTS – IF APPLICABLE

*If available, original documents must be provided

- Custody documents or legal documents related to physical custody
- Restrictions of contact information
- If a person is acting in a parental relationship without formal guardianship or custody, please request Form F and F1 from the registrar
- IEP or other education plans from previous school
 - Any other additional records relevant to the child's education and enrollment

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