



Little Falls City School District Central Registration Office
15 Petrie Street • Little Falls, NY 13365
Phone: 315-823-1479 • Fax: 315-823-0321
kslaboc@lfcasd.org



To enroll in the city School District of Little Falls, New York State Education Law requires that students be residents of the district and of age to attend school. The following documents must be submitted to demonstrate this:

1) Documentation of birth – One of the following. Copies will not be accepted. **Children must be five years of age on or before December 1st for Kindergarten.

- Original birth certificate
- Original baptismal certificate
- Passport*

*The following will be permitted as proof of birthday only if none of the above documents exist or can be produced**

- Official driver’s license
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Military dependent identification card
- Documents issued by federal, state, or local agencies
- Court orders or other court-issued documents
- Native American tribunal documents
- Records from non-profit international aid agencies and volunteer agencies

2) Parent/guardian photo identification

3) Proof of address (2 different items required in one parent/guardian name)

- a. Each must include the name and address of a parent or guardian and must be dated within **30 days** prior to registration date
- b. Parent or guardian must be able to produce one document from each category

Category 1**

- Copy of a residential lease; deed; or mortgage statement
- A **notarized** statement by a third-party landlord, owner, or tenant from whom the parent/guardian lease from or live with
- Other **notarized** statement by a third party establishing physical presence of parent/guardian within the school district

Category 2

- Cell phone/telephone bill (welcome letter from phone company is acceptable)
- Utility bill (electric, gas)
- Satellite/cable television bill or installation receipt
- Furniture rental statement (e.g. Aaron’s, Rent-A-Center)
- Auto insurance ID card
- NYS driver’s license, learner’s permit, or non-driver ID
- Payroll check (dated within the last two weeks) or income tax form
- Social security statements
- DSS documentation
- State or other government issued ID
- Documents issued by federal, state, or local agencies

****Two forms of proof of address from Category 2 will be acceptable only if the parent/guardian is unable to produce a document from Category 1.**

4) Official immunization record signed by physician or clinic staff

5) Evidence of custody (Custody papers in the form of a court order or stamped petition are acceptable)

- If the student is not the biological child, documentation must be presented which proves a permanent and total transfer of custody and control has been achieved
- *Parents must be able to demonstrate they are the person in parental relation to the child, over whom they have total and permanent custody and control

6) Report card or transcript for all new students entering middle school and high school

Required Documents

What you'll need to register your child for school

To register your child for school in the Little Falls City School District, you will need to bring proper identification with you. You must register your child in person. Please call or visit our Central Registration Office at 15 Petrie St., 315-823-1479. Central Registration is open Monday-Friday from 8:00 a.m. until 4 p.m.

Children and youth in temporary housing

PLEASE NOTE that children and youth in temporary housing can enroll in school without the documents normally needed to enroll. Children and youth are temporarily housed or homeless if they lack a fixed, regular and adequate nighttime residence, which includes, for example:

- living in a shelter or,
- sharing the home of a relative or a friend because they lost their home or were evicted.

All other students

For all other students, New York state requires that students enrolled in the district be residents of the district and of age to attend school. The following documents must be submitted to demonstrate this. You also can [download this information](#) .pdf format.

1) **Documentation of birth – One of the following, Copies will *not* be accepted.**

- Original birth certificate
- Original baptismal certificate
- Passport

The following will be permitted as proof of birthday only if none of the above documents exist or can be produced

- Official driver's license
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Military dependent identification card
- Documents issued by federal, state or local agencies
- Court orders or other court-issued documents
- Native American tribal documents
- Records from non-profit international aid agencies and volunteer agencies

2) **Parent/guardian photo identification**

3) **Proof of address (two different items required in one parent/guardian name.)**

- **Each must include the name and address of a parent or guardian and must be dated within 30 days prior to registration date**
- **Parent or guardian must be able to produce one document from each category**

Category 1*

- Copy of a residential lease; deed; or mortgage statement
- A **notarized** statement by a third-party landlord, owner, or tenant from whom the parent/guardian lease from or live with
- Other **notarized** statement by a third party establishing physical presence of parent/guardian within the school district

Category 2

- Cell phone/telephone bill (welcome letter from phone company is acceptable)
- Utility bill (electric, gas)
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- Furniture rental statement (e.g. Aaron's, Rent-A-Center)
- Auto insurance ID card
- NYS driver's license, learner's permit, or non-driver ID
- Payroll check (dated within the last two weeks) or income tax form
- Social security statements
- DSS documentation
- State or other government issued ID
- Documents issued by federal, state or local agencies

4) Official immunization record signed by physician or clinic staff

5) Evidence of custody (Custody papers in the form of a court order or stamped petition are acceptable)

- If the student is not the biological child, documentation must be presented which proves a permanent and total transfer of custody and control has been achieved
- Parents must be able to demonstrate they are the person in parental relation to the child, over whom they have total and permanent custody and control

6) Report card or transcript for all new students entering middle school and high school

ADMISSION OF NON-RESIDENT STUDENTS

Policy #7003

- I. The Board of Education affirms that the schools of the Little Falls City School District shall be open to the residents of the District in accordance with state law and regulation on a tuition-free basis. It is the policy of the District that nonresident students shall not be admitted on a tuition-free basis. Nonresident students may be admitted upon payment of tuition subject to availability of space, teachers, and accommodation of the needs of resident students.
- II. The Board of Education reserves the right to admit non-resident students on payment of previously determined tuition. Non-resident students are those who reside outside the school district.
- III. The following non-resident students may apply for admission according to the criteria below, and if accepted, attend without paying tuition:
 - A. Children of taxpaying future residents who have signed a contract to buy or build a home in the district; or
 - B. A student whose parents or legal guardian move from the school district during the student's senior year; or
- IV. All non-residents may apply for admission on an annual basis and be admitted if the following criteria are met:
 - A. no increase in the size of faculty or staff will be necessary to accommodate them;
 - B. it appears to the Building Principal at the time of acceptance that no class will contain more than the desired number of students; and
 - C. will provide his or her own transportation to and from school; and
 - D. applications must be submitted to the District Office by June 1st for September enrollment or December 1st for January enrollment; and
 - E. the family has not knowingly attempted to gain access to educational services at the district by making fraudulent or false claims regarding residency; and;
 - F. if all other conditions are met, the Superintendent may waive the timeline for admission to avoid academic disruption to a student who would otherwise be accepted for admission.
- V. Tuition
 - A. Tuition rate will be set annually by the Board of Education and will be in full conformity with part 174 of the Regulations of the Commissioner of Education of the State of New York, and any future amendments thereto.
 - B. Payment of tuition shall be made in full prior to September 1st of each school year. A prorated rate of tuition will be due on the first business day of the new year for students enrolling in January.
- VI. The student's enrollment will be terminated if any of the following occurs: student misconduct, failure to pay tuition; parent/guardian fails to follow directives (i.e. health issues (immunizations)) or if the student has 10 unexcused absences.

Adopted: 06/12/02 - Revised: 07/15/13, 12/10/14, 01/09/19, 05/08/19, 7/29/2020, 12/08/21

To apply as an out of district student, a parent/guardian will need to write a letter to our Business Office Attn: Superintendent of Schools @ 15 Petrie St. – Little Falls, NY 13365 requesting permission for the student to attend. Letters will need to be received by June 1st or December 1st as we only have two open enrollment periods per school year.

Little Falls City School District
Jennifer Smith, Pupil Personnel
One Ward Square
Little Falls, NY 13365
Phone: 315-823-3953 * Fax: 315-574-5869
jennifersmith@lfcasd.org

Dear Parent or Person in Parental Relation:

Pursuant to Section 4402 of the Education Law, a parent or person in a parental relationship has the right to request a referral and an evaluation for their child for the purposes of special education services or programs once their child is enrolled in a public school. The referral must be submitted in writing and contain the parent or person in parental relation's name and contact information. The referral can be sent to:

Mrs. Jennifer Smith
Director of Special Education
Little Falls City School District
1 Ward Square
Little Falls, NY 13365

Upon receipt of a referral, the Director of Special Education will contact the parent or person in parental relation. Additional information regarding special education in New York State can be found online at

<http://www.p12.nysed.gov/specialed/publications/policy/parentsguide.pdf>

If you do not have access to the internet, a copy of the Parental Guide for Special Education in New York State will be provided to you.