



Registrar's Office

1 Raider Lane • Horseheads, NY 14845
(607) 739-2400, x4251 • Fax (607) 795-2435
www.horseheadsdistrict.com

Dear Parents and Guardians:

Welcome to the Horseheads Central School District! We have designed our enrollment forms to make the registration process as convenient as possible for parents to register their children. Please complete one Household Packet per family and one Student Packet for every child you are registering.

When you register at the appropriate building, along with these completed forms, please also bring:

1. Your child's **original** birth certificate (we will make a copy and return your original to you)
2. Your child's up-to-date immunization records
3. Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers
4. TWO proofs of residency. Acceptable proofs include:
 - Bank contract or mortgage agreement showing purchase of home with name and address
 - Signed and dated rent or lease agreement with landlord's name, address, and telephone number, or DSS processed landlord statement
 - Most recent utility bill (phone, gas, electric)
 - Deposit receipt for gas, electric, phone service start-up
 - Driver's license or government issued ID card with picture showing current district address.
 - Currently active bank statement with name and address imprinted (bank may be contacted to verify existence of account)
 - Payroll stub with address
 - Change of address verification from Post Office or U.S. postmark dated business mail
 - Receipt from major moving company or local firm showing delivery of newly purchased major appliance or furniture
 - Income tax forms
 - Voter Registration document(s)
 - Documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)

If you are having difficulty obtaining any of these documents or have any questions about which elementary school your child would attend, please call me at (607) 739-5601 ext. 4251.

Once you have the necessary documents, you're ready to register your child. Please call ahead to let the school know to expect you. If you're registering children at the high school, they will set up an appointment for you to meet with a guidance counselor.

Big Flats Elementary (grades K – 4)	(607) 739-6373
Gardner Road Elementary (grades K – 4)	(607) 739-6347
Ridge Road Elementary (grades K – 4)	(607) 739-6351
Horseheads Intermediate School (grades 5 & 6)	(607) 739-6366
Horseheads Middle School (grades 7 & 8)	(607) 739-6357
Horseheads High School (grades 9 – 12)	(607) 795-2500

Sincerely,

Genie Connel

Central Registrar and Information Specialist
(607) 739-5601 ext. 4251