



Lyncourt Union Free School District  
Student Registration Checklist  
2707 Court Street  
Syracuse, NY 13208

Phone: 315-455-7571 or Fax: 315-455-7573

**The registration office is open by Appointment ONLY.**

Registration forms can be downloaded from our website ([LyncourtSchool.org](http://LyncourtSchool.org)) or you may call the Main Office to schedule a time to pick up a packet or to have one mailed to you. You **MUST** be a resident of the Lyncourt Union Free School District to register and attend school at Lyncourt.

**Please NO WALK-INS -you must have an appointment.**

**Proof of Residency (2) (MUST PROVIDE 1 from List A & 1 from List B)**

**LIST A (1)**

- A copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement;
- A statement signed by a third-party landlord, owner, or tenant from whom the parents or person(s) in parental relation leases or with whom, they share property within the District.
- Other signed statement from a third-party establishing the parent(s) or person(s) in parental relation's physical presence within the district.

**LIST B (1)**

- Pay Stub
- Income Tax form
- Utility or other bills
- Membership documents based on residency (e.g., library card)
- Voter registration documents
- Official drivers license, learner permit or non-driver identification
- State or other government issued identification or documents
- Documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement
- Evidence of custody of the child, including, but not limited to judicial custody orders or guardianship papers.

The District may also require the parent(s) or person(s) in parental relation to provide an affidavit either: (1) indicating that they are the parent(s) with whom the child lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control, whether through guardianship or otherwise.

**Proof of Student's Age (Must provide 1)**

- Birth Certificate
- Record of Baptism
- Passport
- Medical Records

**Immunizations/Physical (Must provide 2)**

- Updated / current list of immunizations
- Your child's latest physical is required to complete registration for the following grades: Pre-K, K, 1,3,5,7,9 &11

**Parent / Guardian Photo Identification (Must provide 1)**

- Driver's License
- Passport

**If applicable:**

- Proof of guardianship (through court orders) or proof of custody
- Parents of special education students – child's most recent IEP (Individual Education Plan) and any other pertinent records.
- Those with foster children must be accompanied by a social worker and paperwork should include Form DSS 2999 from the County Department of Social Services.