

## Registration Process

[ONLINE REGISTRATION](#) (CLICK HERE TO REGISTER)

(YOU MUST REGISTER ONLINE PRIOR TO SETTING UP APPOINTMENT)

Once you have registered and completed all forms and have all documents listed below you may schedule appointment

To schedule appointment Call Patty Sauber or Val Biberaj at 914-243-8000 ext 18026 or 11604, email [psauber@yorktown.org](mailto:psauber@yorktown.org) or [vbiberaj@yorktown.org](mailto:vbiberaj@yorktown.org) or click [You Can Book Me Scheduler](#) to set up an appointment to **come in person** to the Yorktown Support Services Building Room 103 at 2729 Crompond Road, Yorktown Heights, NY 10598. For this process, you will need to provide **original documents**.

Original documents must be provided. PROOF OF RESIDENCY NOTE:  
All documents must be *original*.

### MUST HAVE

- 1 . DRIVERS LICENSE
2. ONE OF THE FOLLOWING:
  - A. SIGNED CONTRACT TO PURCHASE HOME
  - B. DEED OR PROPERTY TAX RECEIPT
  - C. CURRENT LEASE/RENTAL AGREEMENT  
(Landlord affidavit notarized; proof of ownership)
3. BIRTH CERTIFICATE (please bring for all children in household)
4. PHYSICAL & IMMUNIZATION RECORD
5. UTILITY BILL(must provide within 30 days)
6. [KINDERGARTEN PARENT GUARDIAN QUESTIONNAIRE](#)(REQUIRED)
7. [PRE SCHOOL QUESTIONNAIRE](#) (Optional)
8. [REGISTRATION PACKET](#) (REQUIRED- PLEASE PRINT)

IF A DIVORCE OR SEPARATION APPLIES, PLEASE PROVIDE PROOF OF CUSTODY

## **PROOF OF RESIDENCY IF LIVING WITH DISTRICT RESIDENT**

### **MUST HAVE**

1. NYS DRIVERS LICENSE ( picture id only does not have to be changed)
2. APPLICATION FOR ADMISSION **MUST BE NOTARIZED (BELOW)**  
[Application for Admissions](#)
3. THE FOLLOWING : **from homeowner**
  - a) DEED OR PROPERTY TAX RECEIPT, LEASE OR RENTAL AGREEMENT
  - b) MUST WRITE A LETTER ON YOUR BEHALF REGARDING RESIDENCE. THIS **MUST BE NOTARIZED**

### **ADDITIONAL DOCUMENTS NEEDED**

- 1 . DRIVERS LICENSE
2. ONE OF THE FOLLOWING:
  - A. SIGNED CONTRACT TO PURCHASE HOME
  - B. DEED OR PROPERTY TAX RECEIPT
  - C. CURRENT LEASE/RENTAL AGREEMENT  
(Landlord affidavit notarized; proof of ownership)
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**UTILITY BILL, CAR REGISTRATION, BANK STATEMENT, CREDIT CARD BILL, ETC. TAX INFORMATION**