

Robert K. Libby, *Superintendent, Ext. 6003*
Brian Bailey, *Asst. Superintendent, Ext. 6003*
Joanne Moran, *School Business Manager, Ext. 6000*
Carol Eckl, *District Data Coordinator/Registrar, Ext. 6014*



Sue Starr, *District Clerk, Ext. 6000*
Jamie Maloney, *District Treasurer, Ext. 6001*
Phone: 518-756-5200 • Fax: 518-756-4561

Welcome to the Ravena-Coeymans-Selkirk Central School District! Please see the next page for a list of the forms that must be completed for your student's enrollment to begin. These forms are available at <http://www.rcscsd.org/district/StudentRegistration.cfm> or may be obtained in person at the Registrar's Office, located in **Room 201 at 15 Mountain Road, Ravena.**

You will need to bring the all forms and documents to be reviewed in person by the Registrar. It is recommended that you call the **518-756-5200, ext. 6014** to set up an appointment and ensure that someone is available to assist you when you arrive.

If you are unable to provide the required documents or have difficulty completing the forms, please contact the Registrar for assistance.

Other District Contacts

(All of the following people can be reached by calling 518-756-5200 and using the extension provided.)

Superintendent's Office: ext. 6003

Transportation Office: ext. 7008

Food Service Office: ext. 2437

Special Education Office: ext. 3082

A.W. Becker Elementary School: ext. 5001 or 5002

Pieter B. Coeymans Elementary School: ext. 4001 or 4002

RCS Middle School: ext. 3001 or 3003

RCS High School: ext. 2001 or 2003

For further information and contacts, please visit our school website at <http://www.rcscsd.org/>

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PLEASE BRING THE FOLLOWING FORMS/DOCUMENTS TO REGISTRATION:		Registrar Use Only	
		Rc'd	Notes
➤ Student Enrollment Form			
➤ Student Birth Certificate (or alternate proof of age – see FAQ)			
➤ Primary Parent/Guardian Photo ID			
➤ Residency Proof 1	Mortgage Statement Signed Lease Agreement Purchase Contract House Deed School or Property Tax Bill or Receipt Notarized Landlord Affidavit (see FAQ)		
➤ Residency Proof 2*	Driver's License with Current Address Vehicle Registration or Insurance ID Card Utility, Phone, or other Bill (past 30 days) Documents issued by federal, state, or local agency Voter Registration Card Other (Please describe): _____		
➤ Release of Student Records Consent Form			
➤ Health Appraisal Form (completed by physician) or equivalent			
➤ Immunization Records			
➤ Computer/Technology Use Agreement			

<i>The following documents are optional, but should be presented at registration if applicable:</i>		
➤ IEP/Declassification/504 Plan		
➤ Free & Reduced Price Lunch Application		
➤ Custody/Guardianship Documents		
➤ Form DSS 2999 for Foster Child		
➤ Residency Affidavits (if parent/guardian is not the primary homeowner/lease holder)		
➤ Alternate Transportation Request Form		
➤ Parent Portal Agreement		

I affirm that the information provided in the process of registering my child for school is accurate. I understand that I am responsible for updating the Ravenna Coeymans Selkirk CSD if any of this information changes, and that I may be required to provide additional documentation at that time.

 Signature of Registering Parent/Guardian

 Date