

# UTICA CITY SCHOOL DISTRICT

929 York Street  
Utica, NY 13502

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## **Enrollment and Registration Instructions**

***Welcome to the Utica City School District!*** New students moving into the District or students who will be starting kindergarten begin the registration process at Central Registration in the Administration Offices at 929 York Street, Utica, NY 13502.

Our enrollment/registration determination has been updated in accordance with Commissioner's Regulations as amended effective December, 2014. Your child(ren) will be enrolled and begin attendance on the next school day or as soon as the completed application is received. Within three business days of initial enrollment, your documentation will be reviewed to make a residency decision or determination of your possible qualification under the McKinney-Vento Act. If a determination of non-residency is made, you will be notified in writing. If you relocated to the Utica City School District during summer, please do not wait until September to register. Our District Offices are open during the week throughout the summer.

The District has also updated its enrollment/registration materials so as to reflect the current state of the law regarding immigration status and new legal requirements in the registration process. The District will make no inquiries into immigration or citizenship status at the time of enrollment, except for limited and targeted post-enrollment inquiries and collecting data for funding under Title I and Title III. Also, the District has expanded acceptable forms of proof for both age and residency (listed on the Utica City School District website: [uticasd.org/departments/registration/registration-requirements](http://uticasd.org/departments/registration/registration-requirements) and the registration packet) in accordance with new state requirements.

**If you have any questions please contact Central Registration at (315) 368-6960.**

