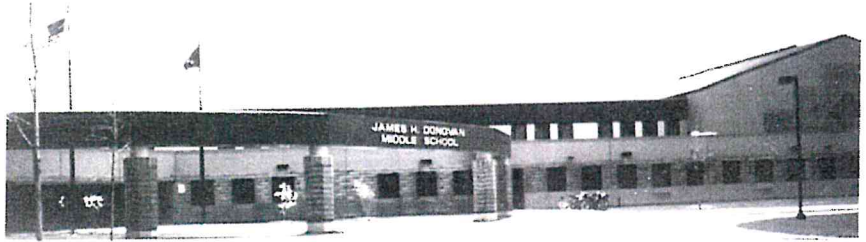


Donovan Middle School
1701 Noyes Street
Utica, New York 13502

Ann Marie Palladino,
Principal
315-368-6542



July 18, 2022

Dear Parent/Guardian:

Enclosed you will find a copy of your child's most current information on file in our SchoolTool database. Please review the information carefully. To make any changes please call 315-368-6545 or correct the information on the forms enclosed with this letter and return them to the main office over the summer. The best times to access the building is Monday-Friday from 8:00 a.m.-2:00 p.m. If that is not possible, please send the corrected forms to the main office with your child on the first day of school. You may also mail the forms back, with corrections, to Miss Giglio, 1701 Noyes Street, Utica NY, 13502. NOTE: Your address cannot be changed without proof. Acceptable proof of address is listed on the back of this letter. Contact Miss Giglio with questions regarding address changes.

The next mailings you will receive from school will be in August regarding student schedules and other important information needed before the school year begins. Bus information is sent directly to you from the bus garage in August. If you have bussing questions you can contact the Durham Bus Company at 315-758-1648 or utica.durham@gmail.com

Check out our website. www.uticaschools.org/donovan for upcoming events and important information!

SAVE THE DATES

August 22, 23, 24 and 25 (8:30-11:30 AM) Orientation and Building Tours:

All students new to Donovan, along with parents/guardians, are invited to school for an orientation to obtain a copy of their schedule, walk through the building, practice using their locker, have a guided tour of the building, and ask any questions they may have. You may come anytime between 8:30-11:30 AM on the dates listed. Please only attend once. Park in the parking lots and enter through the main entrance.

September 6: First Day of School for Students

Sincerely,

Miss Palladino
Principal

Registration Instructions for Parents/Persons in Parental Relation Seeking to Register a Student in the Utica City School District.

The following instructions should provide you with an understanding of the registration and enrollment process for the Utica City School District.

Prior to arriving to register your child, please refer to this **Checklist** to ensure that you have the proper documentation to start the registration process. The first person you will encounter at your home school is a member of our security staff who may ask for photo identification. If you do not have photo identification, you will still be allowed to sign in and proceed with the registration process. It is at this time you will be directed to a receptionist.

The receptionist will introduce herself, have you sign in and ask you for the purpose of your visit. If you do not speak English and the receptionist does not speak your home language, she will seek assistance from another District employee who speaks your language. They will answer any questions that you may have about the registration and enrollment process, with the assistance of a translator, if needed. A district employee will review your registration packet to make sure it is complete and will also make copies of the required documentation.

When enrolling at the high school for grades 9-12, you will enter the building at the main entrance on Hilton Avenue. Inside the main entrance, you will need to sign in at the security booth. You will then be escorted to the school's enrollment office which is located around the corner from the main entrance. Once in the enrollment office, you will be greeted and assisted by the enrollment secretary. Our department chair for Guidance Counseling and several Academic Coaches are stationed in the enrollment office for any parent/family that needs additional assistance. Students who require screening for English proficiency are tested and placed at the high school within 24 hours.

The documents you will need to provide to the staff at registration will include:

A. Proof of District Residency

To establish that the student you are registering lives in the Utica City School District, the following proof of residency shall be required:

Homeowners may provide:

A mortgage or closing statement or a deed or tax bill to prove ownership, or a *Homeowner's affidavit* or any two of the following:

- Pay Stub
- Income Tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Tax bill from the City of Utica
- Telephone Bill
- Water Bill
- Oil Company Bill
- Insurance Bill
- Official driver's license, learner's permit or non-driver identification
- Bank Statement
- Voter Registration documents
- DSS Declaration:
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal office of Refugee Resettlement)

- State or other government issued identification
- Other original documents evidencing residency

2. Renters may provide

A *Renter's Affidavit*, or lease or any ~~two~~ of the following:

- Pay Stub
- Income Tax Form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Tax Bill from the City of Utica
- Telephone bill
- LIPA bill
- Water bill
- Oil Company Bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank Statement
- Voter Registration documents
- DSS Declaration:
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal office of Refugee Resettlement)
- State or other government issued identification
- Other original documents evidencing residency

In addition to the above, a person other than a natural parent, but in parental relation, must present one of the following:

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as a foster parent
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal office of Refugee Resettlement)

3. In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent, where deemed appropriate, unless they have been deemed as an unaccompanied youth according to the stipulations under the McKinney-Vento Act.

4. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy maintained in the student's file.