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Superintendent of
Schools
Patti Trombetta

Central Registration

Office Hours:
8am-2pm
Summer Hours:
8am – 1pm

Please call
to inquire about the
office hours when
school is not in
session.

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#WeAreSachem

Sachem Central School District

Central Registration

Registration for Sachem's 2025-2026 kindergarten program begins on February 1, 2025. All children residing in the Sachem Central School District who will be 5 years old on or before December 1, 2025 are eligible to register. For your convenience, you will find all necessary registration information on our website https://www.sachem.edu/departments/central_registration. Registration will consist of the completion of an online application and an in-person appointment with Central Registration. To expedite the registration process, please take advantage of completing all additional forms prior to arriving for your appointment. Links to all forms can be found within the online application as well as at the above listed website.

Kindergarten orientation will be held at each elementary school between April 30th and May 12th. Please make every effort to register your child before April 28th to ensure your child's participation in the orientation. Kindergarten screenings will begin on June 2nd. Children who have not registered by this time will not be able to attend the screening.

Listed below are the items required at the time of registration. We are unable to accept incomplete applications.

Original Birth Certificate with a raised seal

Parent or Guardian's photo identification

The residential parent or guardian of the child must be in attendance at the time of registration. If you are a step-parent, please bring your marriage certificate with you. It is not necessary for your child to be with you at the registration.

Proof of Residency from Parent/Guardian (all must provide first and second proof):

First Proof

1. **Homeowners, Proof of Ownership**
 - a. Current mortgage statement or current yearly property tax bill or
 - b. Indenture documents if registering within 90 days of closing
2. **Renters in an Apartment Complex**
 - a. Original lease must be signed by both the parent/guardian and complex management. The lease must be current. Registration cannot take place prior to the move in date.
3. **Renting or Living in a Private Home that you do not own**
 - a. Residents living in a privately owned home that he/she does not own must submit a Statement of Residence. The statement must be signed by both the homeowner and the parent/guardian. The homeowner must also provide the current month's mortgage statement or current year's tax bill. Registration cannot take place prior to the move in date. The Statement of Residence form is available on the Sachem website as well as at the Central Registration Office.

Second Proof-Must be in the parent/guardian's name

1. One utility (electric, gas, cable, house telephone, water) or car insurance bill dated within 30 days of registration.
2. If the above is not possible, three separate documents addressed to the residence are required. They must be dated within 30 days of registration. Examples of such are payroll stub, health insurance statement, cell phone bill, governmental agency letter, bank statement, medical bill, etc.

Immunization & Health Examinations as mandated by the New York State Department of Health.

Proof of required **immunizations** for school entry is mandated by the New York State Department of Health and must be presented at the time of registration. Current requirements can be found at <http://www.health.ny.gov/publications/2370.pdf>. The child's immunization booklet is not acceptable. Proof must be on physician's letterhead and signed by either actual signature, electronic signature, or signature stamp.

All new entrants must have a **Health Examination**. The physical examination form will be accepted if it is dated no more than twelve months prior to the student's first day of attendance. If this documentation cannot be presented at the time of registration, it must be provided to the school within 30 days of the student's first day of attendance. The student may receive a physical examination from the school physician if the documentation is not received. A Dental Health Certificate is suggested but not required for registration.

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