

Kindergarten Registration Checklist

Instructions: Please review the information below to prepare for completing the registration process. All documents must be uploaded to the registration platform with the exception of medical documentation.

Parent/Guardian Form of Identification				
<input type="checkbox"/> Driver's License	<input type="checkbox"/> State/Gov't Issued ID	<input type="checkbox"/> Passport		
Proof of Residency				
Form #1	<input type="checkbox"/> Lease Agreement	<input type="checkbox"/> Mortgage Statement	<input type="checkbox"/> Signed Rent Receipt	<input type="checkbox"/> Notarized Statement from Landlord
Form #2	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Cable/TV Bill	<input type="checkbox"/> Tax Documents (State/Local)	<input type="checkbox"/> Homeowner/Renter Insurance
	<input type="checkbox"/> Passport/Gov't Issued ID	<input type="checkbox"/> Voter Registration	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Recent Paystub
Determination of Student Age				
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Baptismal Record	<input type="checkbox"/> Passport		
<input type="checkbox"/> State/Gov't ID or Documents	<input type="checkbox"/> Military Dependent ID	<input type="checkbox"/> Native American Tribal Docs		
<input type="checkbox"/> Consulate ID Card	<input type="checkbox"/> Court Orders w/ DOB	<input type="checkbox"/> Medical Documents w/ DOB		
Required Records (Doctor may fax physical and immunizations directly to (518-885-1585))				
<input type="checkbox"/> Health Certificate	<input type="checkbox"/> Immunization Record	<input type="checkbox"/> Dental Health Certificate*	<input type="checkbox"/> Custody Agreements*	

*If Applicable

Registration Process:

1. Collect documents needed to complete online registration
2. Access the Family ID platform, complete the information and forms: [Kindergarten Registration](#)
3. Once complete await contact from Building for Screening Appointment
4. Visit the District website for easily accessible information about Ballston Spa www.bscsd.org

Note: For families who are registering more than one child, you will not need to complete the entire process twice. At the end of the online registration form there will be an option to add another child.

If you have any questions or if you need assistance in the electronic submission of registration we are here to help!!

Please feel free to reach out to the Ballston Spa Central School District Registrar @ (518) 602-0256 or email registration@bscsd.org