

# CPSE Registration Instructions



## 1- Complete the following online:



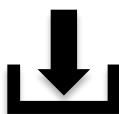
A-[CPSE REGISTRATION QUESTIONNAIRE](#)

B- ONLINE APPLICATION:

Existing Parent Portal account:  
[log in](#) and select "Register New Student"

OR

New family in the school district:  
[click here](#)



2- After the Registrar has reviewed your online application,\* you will receive an email message from Operoo, the online system for the completion and collection of all required MUFSD registration forms and documents. Please use the login credentials in the email from Operoo to set up your account and follow the directions to complete the required forms.

Your child will not be registered until you complete all forms and upload all supporting documentation. ([Click here for help using Operoo.](#))

\*Depending on the volume of registrations being received, it could take up to 3-5 business days to review your online application.

## 3- In addition to the completion of forms, you will also need to upload the following documents in the Operoo system.



A- **PROOF OF PARENTAL RELATIONSHIP** (Example: Original Birth Certificate, see page 2 for additional information)

B- **DOCUMENTATION OF AGE** (Example: Original Birth Certificate, see page 2 for additional information)

C- **IMMUNIZATION AND HEALTH RECORDS**

D- **PROOF OF RESIDENCY** (see below)

According to NY State Law, In order to register your child/children in the School District, you must be physically domiciled at your address within the School District's geographic boundaries.

Proof of Residency is required – You should provide at least **one item from Section A and two items from Section B**; if you cannot provide an item from Section A, you will need to provide four items from Section B.

### SECTION A:

- Original of a residential lease or proof of ownership of a house or condominium, such as a mortgage statement.
- [A statement by a third-party landlord, owner or tenant](#) from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district.
- [Such other statement by a third-party](#) establishing parent(s) or person(s) in parental relation physical presence in the School District.

### SECTION B:

- Pay stub
- Income tax form(s)
- Utility bill or other bills (e.g., power company, cable, National Grid, etc.).
- Membership documents that are based upon residency.
- Voter registration document(s).
- Official driver's license, learner's permit or non-driver identification
- State or other government issued identification
- Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)
- Evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers.
- Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District.



For any questions, please call 914-220-3151 or email [registration@mammschools.org](mailto:registration@mammschools.org)

## ADDITIONAL INFORMATION

### PARENTAL RELATIONSHIP:

The School District requires a parent/guardian to provide proper proof of parental relationship. For example, if a student resides with one parent or shares residence between two (2) parents, the School District may require the parent(s) to submit an affidavit attesting to the living arrangement. Additionally, if a student resides with someone other than his/her parent, the School District may require that the parent and/or the person in parental relation submit an affidavit setting forth the circumstances under which the student resides with someone other than his/her parent. The School District may also accept other proof establishing parental relationship, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency. If you are unable to provide any proof of parental relationship, please speak with the Registrar concerning your unique circumstances.

### DOCUMENTATION OF AGE:

In order to determine, for instance, the programming needs of your child/children, you will need to provide proof of age by providing one of the following:

- An original or certified transcript of a birth certificate or record of baptism (including an original or certified transcript of a foreign birth certificate or record of baptism) giving the date of birth; or
- passport (including foreign passport) giving the date of birth

Where the above are not available, the School District may consider certain other documents/records in existence two years or more to determine age. One or more of these documents may be necessary. The documents include but are not limited to the following:

- official driver's license
- state or other government issued identification
- school photo identification with date of birth
- consulate identification card
- hospital or health records
- military dependent identification card
- documents issued by federal, state or local agencies (for instance, local social services agency, Federal Office of Refugee Resettlement)
- court orders or other court-issued documents
- Native American tribal document
- records from non-profit international aid agencies and voluntary agencies

**Note: The School District may need to verify these documents/records.**

### IMMUNIZATIONS:

Details of all public health requirements are outlined in the registration packet. The school nurse will review and approve immunization records prior to the enrollment of new students.

## MAMARONECK SCHOOL DISTRICT

### Family Information Center

Mamaroneck High School, Suite N106

1000 W. Boston Post Road

(914) 220-3151

[www.mamkschools.org/dashboard/parent/registration](http://www.mamkschools.org/dashboard/parent/registration)

