



ITHACA CITY SCHOOL DISTRICT

400 Lake Street • P.O. Box 549 • Ithaca, New York • 14851-0549

Ithaca City School District Registration Hours

September – June: 8:30 a.m. – 4 p.m.

July – August: 8:15 a.m. – 2:30 p.m.

To register your child for enrollment in the Ithaca City Schools, please bring the following documents to the District Registrar, Jeff Dubert, at the ICSD Administration Building, 400 Lake Street, Ithaca, NY.

- **Completed Registration Packet (8 forms to be completed by parent/guardian)**
 - Registration Form
 - Residency Questionnaire
 - Student Identification Form
 - Home Language Questionnaire (two pages)
 - Health History Form (two pages)
 - Standard Authorization for the Exchange of Health Information
 - Consent and Authorization for Media Purposes
 - “Directory Information” Release Form
 - Release of School Records Form (if applicable)

- **Proof of Age (ONE of the following):**
 - Original Birth Certificate
 - Passport and/or VISA
 - Baptismal Certificate with date of birth indicated

- **Proof of Residency in the Ithaca City School District (ONE of the following):**
 - Lease/rental agreement
 - Deed
 - Phone/Utility Bill
 - Postmarked canceled envelope that has current address on it
 - Bank Statement

- **Immunization & Health Records including a copy of the most recent physical and immunizations (dated within the last year at the time of registration)**

- **IF APPLICABLE:**
 - Custody agreement (required if parents are separated or divorced)
 - Proof of Guardianship
 - Form DSS-2999 for foster placement
 - Court Order of Protection
 - Individualized Education Program (IEP) or 504 Plan

Questions?

Contact Jeff Dubert (District Registrar)

jeff.dubert@icsd.k12.ny.us

(607)274-2201