

CORNWALL CENTRAL SCHOOL DISTRICT

2022-23 UPK Registration Checklist

The following checklist will assist you with getting all of your paperwork and documentation prepared for the successful registration of your child into the CCSD UPK program. It is very important that you fill out each form completely and submit all required documents.

Fill out and submit these forms and documents to the Student Registration Office located at Cornwall Central High School: 10 Dragon Drive, New Windsor, NY 12553. All forms and documents are located on our website: www.cornwallschools.com

Due to busy arrival and dismissal times at the high school, all forms/documents should be submitted between the hours of 9:00 a.m. to 1:00 p.m.

**Please note that individual UPK providers may require additional information per their enrollment/registration procedures.

If you have questions regarding the registration process, please contact our Central Registrar, Crystal Hernandez

Email: chernandez@cornwallschools.com

Phone: (845) 534-8009 x7803

ONLINE Pre-Registration:

Please complete the online pre-registration for CCSD UPK as a new user with the following link:
[Online Pre Registration](#)

FORMS:

1. _____ NYS School Health Examination Form (2 pages) (must use this form and it must be dated and signed by your child's doctor)
2. _____ Emergency Contact Form
3. _____ Photo Permission Form

DOCUMENTS:

4. _____ Copy of Child's Birth Certificate (must be 4 years old on or before Dec. 1, 2022)
5. _____ Immunization Record (must be signed/stamped & dated by your child's doctor)
6. _____ Proof of Residence:
 - if you **own** your home, provide a current tax bill OR a current mortgage statement AND a current utility bill
 - if you **rent** your home, provide a current lease AND a current utility bill