

**Mount Vernon City School District Registration and Lease updates will be processed**

**Monday – Thursday Only from 9:00am-3:00pm; No Fridays**

***Mount Vernon City School District Registration Checklist***

- Student application must be accurately completed
- All registration documentation must be submitted at the time of registration
- Have the student previously attended MVCSD  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Does the student have sibling(s) that previously or currently attended MVCSD  
Yes \_\_\_\_\_ No \_\_\_\_\_

***Required Registration Documents***

- Proof of age, birth certificate
- Immunization records
- Special Education records (if applicable)

***Required Residency Documents***

**Applicants must have THREE (3) of the following proofs of residence**

**One of the following:**

- Current mortgage statement
- Current property tax bill
- Current lease agreement
- Affidavit of Property Owner/Landlord (located in the registration application or on the district website)

**Two of the following documents (must be within 2 months):**

- Current pay stubs
- Income tax form(s)
- Current utility bill (power company i.e. ConEdison, cable, water bill)
- Membership document/library card (MVPL user information sheet with library logo)
- Voter registration document(s)
- State or other government issued identification (i.e. driver's license)
- Current documents issued by federal, state or local agencies (for instance, local social services agency, Federal Office of Refugee Resettlement)
- Current evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers

If you have any questions or concerns regarding registration or lease updates please call (914) 358-2380.