



55-30 Junction Boulevard  
Elmhurst, NY 11373  
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Glendale, NY 11385  
Tel: 718.850.3111  
Fax: 718.850.3118

## **Documents you must bring for Enrollment Day on April 29<sup>th</sup>, 2017.**

You must bring the following original documents and a copy:

- Immunization Records
- Birth Certificate
- Copy of Student IEP (if applicable)
- Proof of Address (Two (2) of the documents below with the parent's name)
  - Lease agreement, deed, or mortgage statement for the residence
  - Residential Utility bill (gas or electric or water) must be dated within the past 60 days
  - A bill for cable television service provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
  - Documentation or letter on letterhead from a federal, state, or local government agency
  - A current property tax bill for the residence;
  - Rent receipt which includes the address of residence; must be dated within 60 days
  - State, city, or other government issued identification, which has not expired and includes the address of residence
  - Income Tax form for the last calendar year
  - Official NYS Driver's license or Learner's permit
  - Official payroll documentation from an employer issued within the past 60 days such as pay stub with home address.
  - Voters registration documents, which includes the name of the parent and the address of residence

If you fail to complete the online registration and provide the school with the necessary documents by May 6, 2017 you will forfeit your child's seat and it will be given to the next student on the waitlist. Please note your registration is not valid until all documents have been received and reviewed by our Admissions Team.

If you have any questions please contact our office at 718-271-6200 or by email at [admissions@centralqueensacademy.org](mailto:admissions@centralqueensacademy.org).