



Gilbertsville - Mount Upton Central School

693 State Highway 51 Gilbertsville, New York 13776-1104

Phone (607) 783-2207, Ext. 141

Fax (607) 783-2254

Mrs. Issy Clapp, Administrative Assistant

Registrar/Guidance Department/Special Education Department

Date: _____

Dear Parent/Guardian,

Thank you for your interest in our school district. We take great pride in the quality programs and services we provide. Our staff is committed to working cooperatively with children, families, and colleagues to ensure success for all students.

If your child(ren) enroll(S) in our school district, they will be challenged to perform at the highest levels and our expectation is that they will do their best to exceed New York and Federal Standards. We encourage your active involvement in pursuit of this goal.

Due to a rapidly changing world where safety and security is no longer an afterthought, our district is extremely careful and vigilant concerning the enrollment process. With a heightened sensitivity to State Federal, and Local mandates regarding custody, residency, foster care, homelessness, safety and security, we abide by a comprehensive enrollment process and sequence that requires:

Proof of Residency; items that may include but not limited to:

←3 Items are Necessary

- Utility Bills (telephone, propane, electric, oil)
- Property Tax Bill
- Rental Agreement
- Notarized Letter from Landlord

Registration Documents

- Birth Certificate
- Social Security Card
- Immunization Records
- Custody and/or Foster Care Paperwork (if Applicable)
- Updated Physical (Doctor's script if applicable)
- School Records
- Program Specific Records (Individual Education Plan (IEP), Grades, Transcripts, etc.)

We address enrollment and registration in a timely matter. However, due to the serious nature of rules and regulations governing the process, occasionally additional time and information is required to complete an application. When complete, you will be notified and a formal meeting with the principal, teacher(s), and other staff as appropriate will be arranged.

If you have any concerns, please feel free to call the school at the number listed above. Your patience and support is appreciated.

Sincerely,

Issy Clapp
Administrative Assistant