

Dear Parents and Guardians:

Due to the Dutchess County State of Emergency the Central Registration Office remains closed. However, we are working remotely and will be accepting UPK applications and registration packets by mail, email, or fax.

Additionally, there will soon be an on-line Google Pre-Registration form. Please check back next week for additional information.

- Registration Packets and the Universal Pre-Kindergarten Application can be downloaded from our website @ www.hpcsd.org. Go to the Parents and Students tab, then choose "Student Registration" from the drop down menu.
- If you are unable to send the supplemental documents by mail, email or fax, you will need to provide those to us once the office has re-opened. If you send in your paperwork, we will call you to schedule a time to hand in the additional paperwork.
- The following documents are required to complete your application or registration:
 - Child's birth certificate
 - Parent/guardian Photo ID - see checklist on packet for acceptable ID
 - Child's immunization record - **must** be provided for the Universal Pre-Kindergarten application to be processed.
 - Child's current physical exam
 - Proof of residency - see checklist packet for details
 - Court documents - such as custody order, order of protection, etc.
- Please do not send photos of your documents via email as they are often difficult to read.

Here are the ways that you can submit your paperwork:

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| By Mail: Hyde Park Central School District Registration Office PO Box 2033 Hyde Park, NY 12538 | By Email: hpcsdregistrar@hpcsd.org |
| By Fax: 845-229-4056 | Google Pre-Registration Form - coming soon. |

If you have any questions email them to: hpcsdregistrar@hpcsd.org, or you can call the Registration office @ 845-229-4000, extension 1606, and leave a voice message. The voice mail box is checked each work day, and someone will get back to you soon.

Sincerely,

Jean Cody & Joan Powers

