

CLARENCE CENTRAL SCHOOL DISTRICT



Dear Parents,

Welcome to the Clarence Central School District.

“IN PERSON” District Office Registration is the required first step.

- **The parent or guardian MUST bring in photo identification such as a Driver’s License or Passport, as well as one of the documents listed below with your name and Clarence address on it to prove your CCSD residency.**
- Vehicle Registration Vehicle Insurance Card Utility Bill (Water, Gas or Electric)
Payroll Document Medical Insurance Card Homeowners Insurance Statement

If you are **not a resident** and you do not have any of the documents listed above, you must provide one of the three following documents:

Lease Purchase Offer Letter on your builder’s letterhead

Document MUST have your name, CCSD address you are moving to, move in date and it MUST BE SIGNED.

- You will need to complete one registration form for each child.
- You must supply a birth certificate or a passport as proof of birth for each child being registered.

Registration materials MUST BE brought to the District Office in person, Monday-Friday 8am-3:30pm in order to register your child. Should you need an appointment outside of this time frame, if there are extenuating circumstances, special education needs, or if you have any questions at all, please feel free to call 716-407-9013. Thank you.

Sincerely,

R. J. Mancuso

Richard J. Mancuso
Business Administrator