

Watervliet CITY SCHOOLS

- 1245 Hillside Drive
- Watervliet, NY 12189
- (518) 629-3200

Dr. Lori S. Caplan
Superintendent of Schools
www.watervlietcityschools.org

January 11, 2013

■ **Watervliet Jr./Sr.
High School**

1245 Hillside Drive
Watervliet, NY 12189
(518) 629-3300

Ryan Groat
Principal

■ **Watervliet
Elementary School**

2557 10th Avenue
Watervliet, NY 12189
(518) 629-3400

Theresa O'Brien
Principal

■ **Business Office**

1245 Hillside Drive
Watervliet, NY 12189
(518) 629-3203

■ **Board of Education
Members**

Mark Scully
President
Christine Chartrand
Vice President
Jeffrey Clermont
Jennifer Donovan
Matthew Ethier

Dear Parent/Guardian:

In an effort to maintain accurate residency records of all students who *reside* in the district we are asking that you register your child(ren). Please call the Watervliet City School District's registration office to set up an appointment.

Please bring the attached registration forms to your appointment, as well as supporting documents; including a copy of your proof of residency (lease, tax bill, notarized letter from landlord), a CO (Certificate of Occupancy) from the City of Watervliet and if applicable, any custody paperwork to indicate the child(ren) can reside with the adult who is registering them.

You will need to complete the registration process no later than January 31, 2013. To make your appointment, please call the registrar, Kris Fera, at 518-629-3204.

Sincerely,



Dr. Lori Caplan
Superintendent