



LEAN

CITY SCHOOL DISTRICT

"Home, School and Community Educating for Life"



Olean City School District Mission/Vision

The Olean City School District is a student-centered community of excellence in which all members are challenged to learn, achieve, contribute, and innovate.

Guiding Principles

A commitment to fostering:

A respectful, safe, and welcoming environment

An acceptance of diversity

Continuous improvement

Academic excellence and lifelong learning

Honesty, integrity, responsibility, and accountability

Student potential and achievement

NEW STUDENT ENROLLMENT PACKET

Welcome to the Olean City School District:

This packet contains instructions, forms, and resources to enroll a new student in the Olean City School District, organized in the following sections:

- Part 1 - Welcome, Instructions, and Resources
- Part 2 - Student and Family History Information
- Part 3 - Proof of Residency Documentation
- Part 4 - Student Health Information

Grades Pre-K to 3

- East View Elementary
- Washington West Elementary

Grades 4-7

- Olean Intermediate-Middle School

Grades 8-12

- Olean High School

CENTRAL REGISTRAR

Tracy Trunko, Central Registrar
Olean City School District
410 West Sullivan Street
Olean, NY 14760

Phone: (716) 375-8998
Fax: (716) 375-8999
Email: ttrunko@olean.wnyric.org



Olean City School District

New Student Enrollment Packet

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Part 2 - [Student and Family Information](#) (click link for all forms)

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- Family History Form
- Emergency Contact Information

Part 3 - Proof of Residency Documentation

- Notice Regarding Registration of Students
- Proof of Residency Documentation
- Click link for appropriate forms:
 - [Homeowner](#)
 - [Renter](#)
 - [Shared Housing](#)
 - Other – Please contact Central Registrar to review.

Part 4 - [Student Health Information](#) (click link for all forms)

- Medical History – completed by parent/guardian
- Student Health Examination Form – completed by medical provider
- Immunization Requirements – proof of immunization must be provided
- Medical Authorization Form
- Dental Health Certificate

Part 1: Welcome and Information

District Information

Welcome!

Our Mission/Vision:

The Olean City School District is a student-centered community of excellence in which all members are challenged to learn, achieve, contribute, and innovate.

Our Schools:

East View Elementary (Grades P-3)

690 East Spring Street

Olean, NY 14760

Principal – Mr. Brian Crawford

Secretary – Mrs. Karen Griffith

Main Office – (716) 375-8921

Washington West Elementary (Grades P-3)

1626 Washington Street

Olean, NY 14760

Principal – Ms. Lauren Stuff

Secretary – Mrs. Gretta Moran

Main Office – (716) 375-8968

Olean Intermediate-Middle School (Grades 4-7)

401 Wayne Street

Olean, NY 14760

Gr. 4/5 Principal – Mr. Joel Whitcher

Gr. 6/7 Principal – Mr. Gerald Trietley

Main Office: (716) 375-8061

Guidance Office: (716) 375-8064

Olean High School (Grades 8-12)

410 West Sullivan Street

Olean, NY 14760

Principal – Mr. Jeffrey Andreano

Assistant Principal – Mr. Michael Martel

Main Office: (716) 375-8001

Guidance Office: (716) 375-8004

District Website: <http://www.oleanschools.org>

Request for Enrollment

A request for enrollment occurs when a student or parent/guardian contacts the Central Registrar to seek new enrollment in the Olean City School District. The Central Registrar's office is located at the back of the Olean High School on Reed Street at the exterior door marked "Pupil Services" or by the following means:

Tracy Trunko, Central Registrar
Olean City School District
410 West Sullivan Street
Olean, NY 14760

Phone: (716) 375-8998
Fax: (716) 375-8999
Email: ttrunko@olean.wnyric.org

Enrollment paperwork includes Student and Family Information, Proof of Residency, and Student Health Information.

Requests for enrollment will be handled promptly so that students may begin school as soon as possible. We request that you and your child meet with us on the first day for a building tour and the opportunity to discuss your child's schedule. We will do our best to help your child begin in the most appropriate classes; however, his or her placement may be adjusted on receipt of previous school records (ex. transcripts, testing results, IEP, etc).

Please note that specific timelines to provide required Proof of Residency and Health Information are outlined in the enrollment packet in the applicable sections. Required documentation must be provided in order for your student to maintain enrollment.

If you are a non-resident family seeking enrollment on a tuition basis, you will need to submit a Non Resident Student Request Form to the Superintendent of Schools. Please contact the building secretary to obtain this form. The Superintendent will determine whether or not the student(s) will be admitted.

At any time in the process, please don't hesitate to contact Tracy Trunko at (716) 375-8998 with any questions.

Special Education Rights and Resources

Information on the Olean City School District's Special Education Program and other resources can be found on the district's [Special Education web page](#), including contact information, recent notices, and programs/services available under the Committee on Special Education (CSE), Committee on Preschool Special Education (CPSE), and Section 504.

Additional information defining parents' rights regarding referral and evaluation of their child for the purposes of special education services or programs may be found on the New York State Education Department's website at the following address: <http://www.p12.nysed.gov/specialed/publications/policy/parentguide.htm>

Contact Information:

Director of Special Education: Marcie Richmond
(716) 375-8993
MRichmond@olean.wnyric.org

CSE Chairperson: Jon Hamed
(716) 375-8984

CPSE Chairperson: Kelly Andreano
(716) 375-8989

Part 2: Student and Family Information

Proof of Age Documentation

Documentation of a student's age is required for enrollment. If available, a certified transcript of a birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) must be used to determine a child's age. If this is not available, a passport (including a foreign passport) may be used. If these documents are not available, parents may review other possible documentation with the Central Registrar on enrollment.

The following forms are located in the [Part 2: Student and Family Information](#) packet:

Family History Form

Emergency Contact Information

Part 3 - Proof of Residency Documentation

Notice Regarding Registration of Students

In order to attend the Olean City School District free of charge a student must be a resident of the District. Students who are not Olean City School District residents are not admitted to District schools free of charge.

When you register a student as a resident, you are assuring the District that the student is in fact a resident. If this is false, or the student becomes a non-resident, the student's right to attend school in the District will be terminated. Also, you and any other parent, guardian or person responsible for the student will be required to pay full tuition for the time the student attended Olean City Schools as a non-resident.

Proof of Residency Documentation

Residency forms suited for homeowners, renters, and families in shared housing are available in [Part 3 - Proof of Residency](#). Families who may be homeless or have other living arrangements should review their residency information with the Central Registrar. If you should have any questions regarding these definitions or how they may apply to your student, or any questions relating to the forms or possible sources of documentation, please contact the Central Registrar, Tracy Trunko for assistance.

If available, residency documentation typically includes:

1. Copy of residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement;
2. Sworn or unsworn statement by a landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district; or
3. Statement by a third party establishing the parent(s)' or person(s) in parental relation's physical presence in the district.

If the above items are not available, residency documentation may include:

1. Pay stub;
2. Income tax form;
3. Utility or other bills;
4. Membership documents (such as a library card) based on residency;
5. Voter registration document;
6. Official driver's license, learner's permit or non-driver identification;
7. State or other government issued identification;
8. Documents issued by federal, state, or local agencies (such as a social service agency or the federal Office of Refugee Resettlement); or
9. Evidence of custody of the child including, but not limited to judicial custody orders or guardianship papers.

Please note: Documentation confirming residency must be provided to the Central Registrar within three business days of enrollment for residency determination.

Part 4 - Student Health Information

The following documents are available in the [Part 4 – Student Health Information](#) packet:

- Medical History – completed by parent/guardian
- Student Health Examination Form – completed by medical provider
- Immunization Requirements – proof of immunization must be provided *
- Medical Authorization Form
- Dental Health Certificate

Please note that in accordance with Public Health Law § 2164(7), students must have documentation of immunizations within 14 days or, in certain circumstances, 30 days.