DOCUMENTS FOR REGISTRATION

The following is a list – and the time frame in which they must be returned – of required documents for registering with Auxiliary Services for High Schools:

1. **For all students under twenty-one (21), who have previously attended a New York City Public High School or Junior High School:**
   - (a) a photo ID
   - (b) a discharge statement; a transfer statement for sixteen or seventeen year olds
   - (c) a transcript (Including OSIS number)
   - (d) Immunization Records, including TB test, and
   - (e) for sixteen-year olds, a copy of birth certificate (must turn seventeen (17) before end of the current school year)

2. For all others who have previously attended a NYC Public High or Junior High School after 1985:
   - (a) a photo ID
   - (b) a transcript (Including OSIS number)
   - (c) Immunization Records
   - (d) a recent TB test

3. For students who attended before 1985:
   - (a) a photo ID
   - (b) Immunization Records and
   - (c) a recent TB test

4. For students entering a New York City Public School for the first (1st) time:
   - (a) A photo ID
   - (b) a physical examination including a recent TB Test

**WHEN DUE**

1. All TB tests are due within fourteen days (14) of registration.
   - A positive TB test must have a chest x-ray within fourteen days for a total of twenty-eight days
2. All other immunizations are due at registration
3. All school documents (transcripts, discharge/transfer statement, OSIS numbers) are due at registration.
4. Physical examinations are due at registration.

The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella. Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. Free immunization clinics through the Health Services Office are offered periodically throughout the year to accommodate the students' obligations. Further information is available from the Admissions Office, M-147, Health Services Office, MB-40, and from on New York City Department of Health.