

# Sending Your Documents – Instructions

Hello Goldback families. Our new online registration application provides opportunities to upload documents. Uploading your documents into the application completes the application and makes the enrollment process faster and easier.

If you cannot upload the required documents into the online registration application, here are three ways to provide documents to the Registration Office. Original documents should not be sent to the Registration Office.

## **Postal Mail**

Please write on the envelope the grade you are enrolling your child in for school. If you are applying for Early Intervention Service, please write EI on the envelope. If you are applying for Pre-K, please write UPK on the envelope.

Attention Registration  
Parent Name  
Chestnut Street School  
20 Chestnut Street,  
Newburgh, NY 12550

## **Secured Registration Marked Blue Drop Box in the front of GAMS**

Please follow the same instructions for Postal Mail for labeling the envelope before placing the envelope in the drop box.

Place the documents in the envelope, seal the envelope, and place the envelope in the secured marked blue drop box at the front of the school. The school address for drop off is:

GAMS  
300 Gidney Avenue  
Newburgh, NY 12550

## **Scan and Email**

Families can scan and send the documents to [Registration@necsd.net](mailto:Registration@necsd.net)

Families can select a scanning app from their App Store for their device.

The scan app will convert the scan into a PDF format document that can be emailed.

In the subject line of the email please type the parent's name and UPK.

Families should not drop off or mail original documents to the Registration Office.