

South Colonie School District  
District Office  
102 Loralee Drive  
Albany, New York 12205  
(518) 869-3576 ext. 2454



Dear Parent/Guardian:

On behalf of the Board of Education, Superintendent, and South Colonie School District Staff I want to welcome you to our schools.

Attached to this letter is a list of the items you will need to register your child. While not all the items in the list may pertain to your situation, **all new students registering for school need to provide Birth Certificate, Immunization Records, and Three Proofs of Address. All of these must be originals.**

When you have gathered the necessary papers, please call my office for an appointment. Your papers will be reviewed and then forwarded to the school your child will attend. You will be contacted by your child's school to finalize the registration process. Teacher information, bus information, as well as programming for your child will be arranged by the school your child will attend.

Please contact me should any questions arise during the registration process.

Sincerely,

David A. Pace  
District Registrar  
518-869-3576 X2454