

“A Great Place to Grow and Learn”



EDINBURG COMMON SCHOOL  
4 Johnson Road  
Edinburg, N.Y. 12134  
(518) 863-8412  
[ecs1@edinburgcs.org](mailto:ecs1@edinburgcs.org)

**Administrative Office:**

Superintendent, Michelle Ellis  
Business Manager, Sandy Moore  
Data Coordinator, Meaghan Cherry

**Board of Trustees:**

President, Michael Evans  
Vice President, Angela Ludwig  
Board Member, James Lowerre

**EAGLES IGNITE**

---

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Re: Admission of \_\_\_\_\_

Dear \_\_\_\_\_:

This will set forth the agreement of the Edinburg Common School District to allow your child(ren), \_\_\_\_\_, to attend school in Edinburg as a non-resident student(s). In consideration of the District’s enrollment of your child(ren), you have agreed to the following terms and conditions:

Student Name: \_\_\_\_\_ will be enrolled as a \_\_\_\_ grade student for the \_\_\_\_\_ school year. *IF MORE THAN ONE:* Student Name: \_\_\_\_\_ will be admitted as a \_\_\_\_ grade student for the \_\_\_\_\_ school year. No other children will be admitted to the District under this agreement.

Your child(ren) will be admitted subject to the availability of space in existing classrooms and provided that the needs of your child(ren) can be met within the District’s existing programs. The District’s existing programs are defined as those programs which the District sponsors, are conducted “in house” and for which no outside contracts exist. Student(s) named above continued enrollment cannot result in the expenditure of additional local funds, the hiring of additional staff or a waiver of an existing classroom teacher student ratio, as established by law, board policy, contract or regulation. Should your child(ren)’s enrollment in the District result in such expenditures, the Superintendent or Board of Trustees may rescind its acceptance of the student(s) named above for enrollment in the District.

Further, you will be responsible for arranging transportation for your children to and from school and any activities. You must also provide the District with the name of an emergency contact who shall be responsible for providing transportation for your children in the event that the District is unable to reach you or you should otherwise be unavailable.

The Edinburg Common School, located in Saratoga County, has been classified as part of the Capital Region in regards to the COVID-19 regional map. Therefore, the Edinburg Common School District, being part of HFM BOCES, will follow all guidance from and collaborate as necessary with the Saratoga County Department of Health regarding school closures. This may result in our school closing while neighboring districts remain open.

Finally, the District's continued acceptance of your child(ren) is based upon a determination that each remains a student in good standing with the District. Your child(ren's) continued enrollment in the District is contingent upon his/her full compliance with the rules governing student attendance and student discipline that have been established by the District for resident students. Violations of school rules that would result in an in school or out-of-school suspension of a resident student may constitute the basis for the immediate dismissal of a non-resident student. Furthermore, Parents are required to comply with rules, regulations, policies, and Code of Conduct of the district.

The District acceptance and continued enrollment of your child(ren) is governed by, and subject to, the terms and conditions set forth in this letter, as well as Board Policy 5152, a copy of which is attached hereto.

Please sign on the space provided below, acknowledging your acceptance of these terms. Thank you.

Very truly yours,

Michelle Ellis

Superintendent of Schools

We understand and accept to the above terms

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Dated: \_\_\_\_\_