

Pre-K and Kindergarten Registration for the 2021-2022 School Year

Welcome to the Roslyn School District!

Acceptance into Roslyn School District's Pre-K program (for children 4 years of age on or before December 1) is limited. Please email Ms. Fernandez for information regarding the Pre-K program: TFernandez@roslynschools.org.

To be eligible for Kindergarten, the child must be 5 years of age on or before December 1.

If your child has been accepted into the Pre-K program OR you are interested in registering your child for Kindergarten, please follow these steps prior to your Registration appointment:

Step 1: Gather all mandatory documentation - all of which needs to be submitted at the registration appointment:

- ORIGINAL OR CERTIFIED COPY of the Child's Birth Certificate, ORIGINAL duly certified transcript of a record of baptism, or ORIGINAL Passport. (NOTE: The Child's ORIGINAL OR CERTIFIED COPY of the Birth Certificate is the preferred documentation since it also satisfies the "Proof of parental relationship" requirement.)
- ORIGINAL Parent's Driver's License
- Proof of Residency (see the website *** for additional information)
- Proof of parental relationship, if required (see the website *** for additional information)

Step 2: Complete the forms you received in the mail from the Heights School. If you did not receive a package in the mail, please request a packet by sending an email to Gina Polak at GPolak@roslynschools.org. Please include "Kindergarten Registration Packet – fall 2021" in the subject line. Include your child's full name, date of birth, address and a contact number. Please note that additional forms may be required if, for example, you rent property within the Roslyn School District. (You can find the complete list of forms and Registration Instructions on the Registration webpage: RoslynSchools.org. Select "QUICKLINKS" and then select "NEW STUDENTS". The complete list of forms are located at the bottom of the page.)

Step 3: Roslyn School District has implemented an online registration procedure using the PowerSchool Registration system.

You will be required to create a PowerSchool Registration account (see link below). This account can be used to change your registration appointment and to register any other children in the future, **so please remember your email address and password!** (Please Note: This is NOT the PowerSchool Parent Portal account's username and password.) Please complete your online account and all of the information requested.

AFTER you have created the online account and completed all of the requested information, you can print a copy of the report for your own files. There is no need to print a copy to bring with you; we will print the report for your child's registration.

Step 4: Set a registration appointment through the online account. A confirmation email listing the registration appointment will be sent to you. The registration appointment (*generally*) takes place at the Pupil Personnel Services office (PPS) – which is located at the back of the Middle School building. The address of the Middle School is 375 Locust Lane, Roslyn Heights 11577. Enter the Middle School parking lot and immediately turn left. Follow the road to the back of the building. You will see the blue "Pupil Personnel Services" awning. Please park in the Visitor parking spots across from the PPS awning. *The location of the registration appointments are subject to change. Please check the confirmation email for the location.*

IMPORTANT: THE REGISTRATION PROCESS IS NOT COMPLETE UNTIL THE REGISTRATION FORMS AND DOCUMENTS ARE SUBMITTED IN PERSON AT THE REGISTRATION APPOINTMENT, IN ADDITION TO THE CREATION AND COMPLETION OF THE ONLINE ACCOUNT INFORMATION. WE WILL REVIEW THE FORMS, DOCUMENTS AND ONLINE ACCOUNT FOR COMPLETENESS. IF IT IS NOT COMPLETE BY THE TIME OF THE REGISTRATION APPOINTMENT, ANOTHER REGISTRATION APPOINTMENT WILL NEED TO BE CREATED.

LINK for PowerSchool On-Line Registration:

<https://secure.infosnap.com/family/gosnap.aspx?action=25674&culture=en>

Technical Support is provided as follows...

The parent has access to the "Help" link after they have created their online account. At this point of the registration process, PowerSchool Registration, the online/off-site vendor (not the Roslyn Registration Team) provides the technical support. The Roslyn Registration team has no access to the account before the online registration is completed. If you have questions or are having difficulty with the online account process, you can create a case via email or launch "Chat Support" by clicking on the "Contact Support" link located on the top menu tabs.

If a parent requires assistance with the *documents and forms needed to complete registration*, they may contact the Heights School at 516-801-5500 or Registration at 516-801-5070.