

Pre-K & Kindergarten Registration - School Year 2022-2023

Pre-Kindergarten Program

Enrollment into the Roslyn School District's Pre-K Program (for children 4 years of age on or before December 1, 2022) is limited. Please email Ms. Fernandez for application information for the Pre-K program: TFernandez@roslynschools.org. **If your child has been accepted into the Pre-K Program, follow the steps below to complete Pre-K Registration.**

Kindergarten Registration

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

The Heights School mails Kindergarten packets to families by the end of January. If you did not receive a packet, request a packet by sending an email to Ms. Gina Polak at GPolak@roslynschools.org. Please include "Kindergarten Registration Packet - Fall 2022" in the subject line. Include your child's first and last name, date of birth, address and a contact number.

In order to register your child for Kindergarten for the 2022-2023 school year, follow these steps prior to your Registration appointment.

Step 1: Complete and sign the packet of *forms* received from Heights. Please note that additional forms *may* be required. See the Roslyn School District website*** for the full list of forms. Some forms require notarization.

Step 2: Gather all of the *required documentation* (i.e., Proof of Residency, Proof of Date of Birth, Proof of Parental Relationships, Proof of Annual Physical Exam and Immunizations). Please see the Roslyn School District website*** for the full list of *required documents*.

Step 3: The Roslyn School District has implemented an online registration procedure using the PowerSchool Registration system. You will create an online Registration account (see the link below). This account is used to provide Registration information and to create (and change) your registration appointment (and is used to register any other children in the future) **so please remember your email address and password!** (Note: this account is not the PowerSchool Parent Portal account.) Create the online account and complete all of the information requested. Bring all of the *forms* (**Step 1**) and the *documents* (**Step 2**) to the Registration appointment.

Step 4: Create a Registration appointment through the online account. A confirmation email listing the Registration appointment will be sent to you. The Registration appointment takes place *outside* the Pupil Personnel Services (PPS) office, which is located at the back of the Middle School building, 375 Locust Lane, Roslyn Heights, 11577. Enter the Middle School parking lot and then immediately turn left. Follow the road around to the back of the building. You will see the blue "Pupil Personnel Services" awning. The last several parking spots (across from the PPS awning) are visitor spots. The location of the registration appointment is subject to change. Refer to the confirmation email for the location.

IMPORTANT: In addition to the creation of the online account, the Registration process requires that the Registration *forms and documents* be submitted in person at the Registration *appointment*. We will review the forms, documents and the online account for completeness. If it is not complete at the time of the appointment, you will need to create another registration appointment.

The LINK to create the PowerSchool online Registration account is:

<https://secure.infosnap.com/family/gosnap.aspx?action=31639&culture=en>

If you require assistance with the documents and/or forms needed to complete Registration, you may contact the Heights School at 516-801-5500 or Registration at 516-801-5070.

If you need assistance with the online account, please click the "Help" icon found on the sign-in page.

If you need assistance recovering the password, please email support@roslynschools.org. Do **not** create another account. Type "Kindergarten Registration" in the subject line. Include the parent's name, email used to create the online account, phone number and a brief description of the issue. **Duplicate accounts and appointments will be deleted.**