

1st Through 12th Grade Registration –School Year 2022-2023

In order to register your child for 1st through 12th grade for the 2022-2023 school year, follow these steps prior to your Registration appointment.

Step 1: Complete and sign the *Roslyn School District forms*. 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 of the in-person 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 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. Type “Registration” in the subject line. Include the parent’s name, the student’s name, the email used to create the online account, phone number and a brief description of the issue.

*** RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS