

Registration for the 2020-2021 School Year

Registration Guidelines

Dear Parents/Guardians,

Welcome to Roslyn School District! Please complete your on-line registration form prior to your Registration appointment.

Step 1: Complete online registration form:

Roslyn School District is implementing an on-line registration using the PowerSchool Registration system for Registration of new students for all grades. **This on-line registration will be available beginning Monday, July 27, 2020.**

You will be required to create a PowerSchool Registration account before you can proceed. This account can be used to register other children in the future as well. (Please Note: This is NOT a PowerSchool Parent Portal account.)

Step 2: AFTER you receive the “form completed” message, you can print a copy of the reports for your own files. There is no need to print a copy to bring with you, the school will print the reports for your child’s registration.

Step 3: Gather all mandatory documentation and complete the required forms as noted in the application - all of which will be handed in at the Registration meeting. The list of the mandatory documentation and the required forms are provided on the Roslyn School District website: RoslynSchools.org. Click on “QUICKLINKS” then select “NEW STUDENTS”. *If the documentation and/or forms are not complete at the time of your Registration meeting, you will need to create another Registration meeting when you have all of the mandatory documentation and required forms completed.*

Please review the Immunization Health Requirements for your child. For details please visit our Roslyn Registration website: <https://www.roslynschools.org/Domain/61>

Step 4: Set a Registration appointment

IMPORTANT: THE REGISTRATION PROCESS IS NOT COMPLETE UNTIL THE REGISTRATION FORMS AND ALL DOCUMENTATION IS SUBMITTED AND APPROVED BY THE REGISTRAR.

THE FOLLOWING DOCUMENTS AND FORMS ARE REQUIRED AT THE TIME OF YOUR APPOINTMENT:

- ORIGINAL Child’s Birth Certificate, ORIGINAL duly certified transcript of a record of baptism, or ORIGINAL Passport. (NOTE: The ORIGINAL Child’s Birth Certificate is the preferred documentation.)
- ORIGINAL Parents’ Driver’s Licenses

- ORIGINAL NYS School Health Examination Form and list of Immunizations completed by a New York State Certified Physician. The physical must take place within a year prior to the start of the first day of school – September 1, 2020 (see the website *** for additional information)
- Proof of Residency (see the website *** for additional information)
- Proof of parental relationship, if required (see the website *** for additional information)
- Enrollment Form/Residency Questionnaire: The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the right side of the screen.
- Disclosure Statement: The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the right side of the screen.
- Authorization for Transfer of Student Records: The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the right side of the screen.
- Home Language Questionnaire (2 pages): The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the right side of the screen.
- Health Office Registration (2 pages): The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the right side of the screen.

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

If a parent has questions regarding required documentation needed to complete registration, they may contact the Registrar at 516-801-5070.

LINK for PowerSchool On-Line Registration:

<https://secure.infosnap.com/family/gosnap.aspx?action=21582&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, the technical support is provided by PowerSchool Registration, the online/off-site vendor, not the Roslyn Registration Team. The Roslyn Registration team has no access to the account before the online registration is completed.

If a parent needs assistance with completing the online form, there is a “Help” button on the top right corner of the screen that provides technical support links.

You can create a case via email by clicking on the “Contact Support” link located on the top menu tabs.