

Registration for the 1st-12th Grades for the 2021-2022 School Year

Registration Guidelines

Dear Parents/Guardians,

Welcome to Roslyn School District!

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 ORIGINAL OR CERTIFIED COPY of the Child's Birth Certificate is the preferred documentation since it also satisfies the "Proof of parental relationship" requirement.)
- ORIGINAL Parent's Driver's License
- ORIGINAL "REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM" **and** list of Immunizations completed by a New York State Certified Physician. The form is located at RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the bottom of the screen. The physical must take place within a year prior to the first day of school. Please review the Immunization Health Requirements for your child. For details please visit our Roslyn Registration website: <https://www.roslynschools.org/Domain/61>
- Proof of Residency (see the website *** for additional information)
- Proof of parental relationship (see the website *** for additional information)

Step 2: Complete the Roslyn School District Registration forms – all of which need to be submitted at the registration appointment.

- Disclosure Statement: The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the bottom 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 bottom 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 bottom 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 bottom of the screen.
- Parent-Student Computer Equipment Sign-Out Form (1 page): The form is located on RoslynSchools.org; Select QUICKLINKS; Select NEW STUDENTS; the form is located on the bottom of the screen.
- For those families who rent their home within the Roslyn School District, the following additional forms/documents are required:
 - ORIGINAL CURRENT Lease
 - Landlord/Owner Affidavit
 - Renter/Non-Owner Affidavit
 - Proof of the Landlord's ownership of the property is required (i.e., ONE of the following: copy of all pages of the recorded Deed, Current Mortgage Statement, OR Real Estate Tax bill).
 - TWO Proofs of Renter's residence at the property (see "PROOF OF RESIDENCY" on the website *** for additional information)

Please note that additional forms may be required. (See 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 is located at the bottom of the page.)

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

You are 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 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 create 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 (usually) 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 appointment is subject to change. Please check the confirmation email for the location.

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

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 to create a PowerSchool On-Line Registration account and Registration appointment:

<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, 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 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 Registration at 516-801-5070.