
ROSLYN



PUBLIC SCHOOLS

BOX 367, ROSLYN, NEW YORK 11576-0367 (516) 801-5500 FAX (516) 801-5508 www.roslynschools.org

Allison Brown
Superintendent of Schools

HEIGHTS SCHOOL

Mary Wood
Principal

February 2025

Dear Parents/Guardians:

Children who reside in the Roslyn School District and are five years old **on or before December 1, 2025** are eligible to begin Kindergarten in September. If your child meets this age requirement, we look forward to having him/her enroll in our program.

Open Registration for Kindergarten 25-26 will take place during the month of MARCH and will be held **IN-PERSON** at the **HEIGHTS SCHOOL**, 240 Willow Street, Roslyn Heights, NY 11577 (main entrance located on Carlyle Place).

STEPS TO REGISTER YOUR CHILD:

- 1. Pre-Registration:** You will create an account in PowerSchool and fill out ALL of the online forms [Create/Access Your Account Here](#) (If you have registered a child previously via the PowerSchool online registration process, please log in with the email address and password used to create your account. If you have forgotten your password, please utilize the "forgot password" feature located on the login screen.)
Please Note: This is NOT a PowerSchool Parent Portal account username or password.
- 2. Scheduling an IN-PERSON Appointment:** Once you complete and submit ALL of the on-line submission forms in PowerSchool, you will then be prompted to schedule a registration appointment. If you need to re-schedule an appointment, you must first cancel the original appointment.
- 3. Download the registration packet here:** [ENGLISH](#) [SPANISH](#)
- 4. What to bring with you to your Registration Appointment:**
Please Note: Notarized documents must be completed prior to the appointment. Roslyn School District does NOT provide a notary.
 - 1. Your Child**
 - 2. ALL Required Residency Documents** - (list provided in packet download)
 - 3. Proof of DOB** – Original or Certified Birth Certificate WITH RAISED SEAL. All foreign Birth Certificates must have official English translation.
 - 4. Proof of Parental Relation** – Driver's License or Passport
 - 5. Proof of Annual Physical/Immunizations** – Required NYS Form to be completed by Physician and included in packet download.
(Only an Original Official Immunization Record from your Doctor's office will be accepted. Immunization record booklets will NOT be accepted)
 - 6. New Student Registration Forms** – (provided in packet download)
 - a. Home Language Questionnaire**
 - b. Disclosure Statement** (must be notarized)
 - c. Health Office Registration**
 - d. Computer Equipment Sign-Out Form**
 - 7. A recent FAMILY photo** - which will be maintained in the student's permanent record file.

Registration Procedures will last approximately **1 ½ hours**. At Registration, you will get a tour of our school, including a kindergarten classroom. Informal screenings will be conducted with our Speech and ENL teachers. You will also meet with our School Nurse, our District Registrar and me. I look forward to welcoming your child to our Kindergarten program.

Sincerely,

Mary E. Wood,
Principal, Heights School