



PUBLIC SCHOOLS

375 Locust Lane, Roslyn Heights, NY 11577 (516) 801-5060 FAX (516) 801-5068 www.roslynschools.org

Barbara Schwartz
Director of Pupil Personnel Services
and Special Education

Marnie Cohen
Assistant Director of Pupil Personnel Services
and Special Education

REGISTRATION INSTRUCTIONS

We are pleased to welcome you to the Roslyn Public Schools.

In order to safeguard the health of your youngster, to place your child in the most appropriate program, and to conform with New York State law and District Policy, we will need certain information and records.

Section 210.45 of the Penal Law of New York State prohibits the making of a punishable false written statement. False statements knowingly made are punishable by a Class A misdemeanor punishable by up to six months in prison or a fine up to \$1000. The District will rely on your representation with respect to residency; you will be legally responsible for any inaccuracy or misrepresentation of the facts, including, but not limited to, THE PAYMENT OF TUITION AND ATTORNEY'S FEES.

THE FOLLOWING DOCUMENTS ARE REQUESTED AT THE TIME OF YOUR APPOINTMENT:

- Child's Birth Certificate (Preferably) or Passport
- Parents Driver's License
- Immunizations and physical performed by a New York State Certified Physician

These items must be approved by Central Registration before your child may be registered.

[PLEASE CALL LINDA AT 801-5070 TO SET-UP AN APPOINTMENT](tel:801-5070)

*** According to NY State Law, In order to register your child/children in the Roslyn Public Schools, you must be physically domiciled at your Roslyn address***

Proof of residency: 3 Documents are required and must be current within three months

ANY ONE OF THE FOLLOWING:

- 1) Notarized deed of premises
- 2) Current homeowner's insurance policy
- 3) Current mortgage statement
- 4) Nassau county tax bill
- 5) Housing agreement
- 6) Current notarized lease**
- 7) Current renter's insurance policy

IF A NOTARIZED LEASE IS NOT AVAILABLE, BOTH THE LANDLORD AND THE RENTER MUST PROVIDE AFFIDAVITS AND SUPPORTING PROOF THAT YOU ARE RESIDING IN THE ROSLYN SCHOOL DISTRICT.

and any two of the following:

- 1) Moving company statement with Roslyn address
- 2) Current fuel delivery statement
- 3) Current PSEG or National Grid statement
- 4) Current Roslyn water district statement
- 5) Current cable statement
- 6) Current car insurance or registration with Roslyn address

REGISTRANTS WHO CANNOT PROVIDE THE ABOVE ITEMS MAY BE SUBJECT TO FURTHER VERIFICATION OF RESIDENCY OR MAY BE REQUIRED TO SIGN A SWORN AFFIDAVIT. EXCEPTIONS WILL BE MADE WHERE APPROPRIATE

PROOF OF DATE OF BIRTH

- STUDENTS WILL BE ELIGIBLE FOR REGISTRATION WHEN THE PARENT OR LEGAL GUARDIAN PRESENTS AN ORIGINAL BIRTH CERTIFICATE WITH A RAISED SEAL (PREFERABLE), A PASSPORT, OR OTHER FORM OF IDENTIFICATION OF BIRTH YEAR
 - STATE LAW REQUIRES THAT THE CHILD'S LEGAL NAME MUST APPEAR ON THE PERMANENT RECORD CARD, HEALTH CARD, TRANSCRIPTS AND ALL DIPLOMAS AS WELL AS ANY OTHER OFFICIAL RECORDS.
-

PROOF OF PARENTAL RELATIONSHIPS

STUDENTS WILL BE REGISTERED WHEN PROPER PROOF OF PARENTAL RELATIONSHIP IS PRESENTED.

Under New York State Law, Section 3202, a child must reside with one of both of his/her parents unless they are deceased, imprisoned or committed to an institution, having deserted or abandoned the child, or reside outside of New York State. In such cases, only legally appointed guardians, foster parents, or custodians may assume custody and responsibility for the care of the child.

- Custodianship
Custodial and parental affidavits are required.
Single Custodial Parents Documents (if applicable)
[Originals or notarized copies]
 - Divorced Parents
The District will not restrict access to a child by the non-custodial parent unless an appropriate court order is provided and a copy attached to this document.
[Originals or notarized copies]
 - Foster Parents
Placement Order Form DSS 2999 is required.
 - Guardianship
Guardianship documents signed by a court officer are required
[Originals or notarized copies]
-

PROOF OF IMMUNIZATION

STUDENTS WILL BE REGISTERED WHEN ALL IMMUNIZATIONS ARE COMPLETED. ONE OF THE FOLLOWING PROOFS MAY BE SUBMITTED AND A COPY ATTACHED TO THE IMMUNIZATION FORM:

- CERTIFICATE OF IMMUNIZATION SIGNED BY A NEW YORK STATE LICENSED PHYSICIAN
- CERTIFICATE OF IMMUNIZATION SIGNED BY A REPRESENTATIVE OF AN OFFICIAL HEALTH CLINIC
- DISTRICTS PHYSICAL EXAMINATION FORM SIGNED AND DATED BY A LICENSED NY STATE PHYSICIAN