

**Great Neck Public Schools
Phipps Administration Building
Office of Registration
345 Lakeville Road
Great Neck, NY 1102
(516) 441-4080**

Welcome to the Great Neck School District

You **must** reside in the District in order to register your child for school. **Registration is a three step process.** **Step one** move in. The **second step** is to complete and submit the Online Registration Application. After the application is submitted you will receive an email letting you know you can come in to the Office of Registration, Phipps Administration Building, any school day between 8:30 and 3:30, where you will complete the **third step**. Call for hours on non-school days.

For the Online Registration link and direction go to: <https://www.greatneck.k12.ny.us> Administration>Registration

Before you begin the online registration, please gather the following documents and scan them to your computer so you can upload them during the registration process.

There are a few documents which the **Registration Office will need to see the original**. (Proof of age: Original Birth Certificate, Photo ID of Parents/Guardians, Certificate of Residency) All other documents only need to be scanned through the portal.

The following documents are required for registration and can be uploaded into the Online Registration System. In the event the family is not able to present the required documentation, an appointment may be requested with the supervisor to determine what other documents will be acceptable to register the student in school.

Acceptable Proof of Residence: All of these will be uploaded while filling out the Online Application.

If **homeowner**, please provide one (1) of the following: Deed, Current Town or North Hempstead Tax Bill (If you need a copy call (516) 869-7800), Closing statement, Proprietary lease (**for Co-op**).

If **renting** with or without lease, please provide the following: Either a Signed Current lease with dates **OR** (2) Notarized Residency Affidavits for Tenant and Owner Affidavits (provided by the district).

In addition to the Owner Affidavits, one (1) of the following in the property owner's name: Deed, Current Town or North Hempstead Tax Bill (If you need a copy call (516) 869-7800), Proprietary lease (for Co-op)

AND

3 Pieces of Current Official Mail (i.e. bank statements, credit card statements, insurance bills, cell phone bills, and utility bills, etc.) dated current or past month only).

Additional Documentation:

Student Records The following student records are also required:

- **Proof of Age (Original Birth Certificate).** If not in English an Official Notarized Translation is required. (**All students**)
- **Up-to-Date Immunization Record** signed and stamped by a doctor. If entering **Public School only**)
- **Physical** (by a New York State Doctor within 30 days of starting school, the physical must have been performed within the last 12 months. If entering **Public School only**)
- School Records (i.e. report card, official transcript, course schedule. If entering **Public School only**)
- If a student is receiving special education services, a copy of the **IEP is required.**

Proof of Guardianship/Parental Relationship. (Not required if parent is listed on birth certificate)

If parents divorced, Family Court or Divorce Agreement naming registering parent as custodial parent or having residential custody, or signed and notarized affidavits obtained from our office.

Note: In the event of Divorce or Separation, both parents have equal access to their children and student records, unless legal documentation is submitted at Registration limiting this.

CERTIFICATION OF RESIDENCY

This is to certify that I, _____

1. I understand that this statement is being made UNDER THE PENALTIES OF PERJURY, so that _____ may be admitted to the schools of the Great Neck Public Schools.
(Name of Child/Children)

2. I am currently residing at _____
(Address)

as my legal residence. I further certify that I **do not** maintain another residence outside the boundaries of the Great Neck School District. I further certify I will be living with my children while they are attending Great Neck School.

I understand that if I or the above mention child(ren) is (are) found not to be a legitimate residents of the Great Neck Union Free School District, **that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL PAY THE SCHOOL DISTRICT'S ANNUAL TUITION RATE PER CHILD, RETROACTIVE TO THE FIRST DAY OF ADMISSION, ALONG WITH ANY COSTS ASSOCIATED WITH ENROLLING YOUR CHILD" and MY CHILD/CHILDREN WILL BE DISENROLLED.** I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I have been informed that the school district will make unannounced home visits for purposes of residency verification.

I further understand that if I move out of the home listed above, I will immediately notify the school district. I have been informed that the school district may make unannounced home visits for the purpose of residence verification. I have read and understood the above. [] YES

Signature of Parent/Person in Parental Relation

Date

Sworn to before me
This ____ day of _____, 20 ____

NOTARY PUBLIC

I have read and understood the above and am certifying the resident understands the statement they are signing. Please attach copy of ID.

Signature of Translator

Relationship

Phone

Sworn to before me
This ____ day of _____, 20 ____

NOTARY PUBLIC

GREAT NECK PUBLIC SCHOOLS

Registration Office
345 Lakeville Road
Great Neck, NY 11021
(516) 441-4080
residency@greatneck.k12.ny.us

Name: _____

Date: _____

Private School and Early Intervention Checklist:

_____ Deed, Closing Statement, or Current Tax Bill

_____ Proprietary Lease (Co-op)

_____ Lease, Rental Agreement, or Notarized Affidavits

_____ Current Mail 3 Pieces of Official Mail dated within the last month

_____ Certification of Residency (notarized) This form cannot be uploaded

_____ Original Birth Certificate (Original and an official, notarized translation to English, if necessary)

_____ Parent/Guardian Photo ID

_____ Custody Agreement or Notarized Affidavits

_____ Other