



GREAT NECK PUBLIC SCHOOLS

Office of Registration and Attendance
345 Lakeville Road
Great Neck, NY 11020
(516) 441-4080



Dear Parent/Guardian:

Congratulations! Your son/daughter, born between December 2, 2018 and December 1, 2019 is eligible to attend the **Universal Pre-Kindergarten (UPK)** program at the Great Neck Public Schools next year. This program is either a morning (AM) or afternoon (PM) program. What an exciting time for you and your child. **The districts Universal Pre-K always accepts registrations.**

The only way to enroll in the (UPK) program is through our Online Registration Application process, which will begin October 24, 2022 at 9 A.M. for the 2023-2024 school year. Please [visit https://www.greatneck.k12.ny.us/Page/3610](https://www.greatneck.k12.ny.us/Page/3610) and follow the directions. If you have any questions or need assistance please email us at residency@greatneck.k12.ny.us or call the Registration Office at 441-4080.

There is also an **'Early UPK Registration' period** which allows parents to request either AM or PM for their child. There is no guarantee of AM/PM placement. **This "Early UPK Registration Period" ends on November 14, 2022.** All additional registration requirements must be completed by **November 23, 2022.** **No placements will be made until the close of this early registration period.**

- **October 24, 2022** – "2023-24" Universal Pre-Kindergarten Online Application opens.
- **November 14, 2022** - Your **'Early UPK Registration'** application must be SUBMITTED via the Online Registration Portal. You will receive an email from Parentsupport@greatneck.k12.ny.us, letting you know it was submitted.
 - If any of the documents are missing or information is not complete, your application will be placed on **HOLD!** An email from the Registration staff will be sent to you with what information is missing. **This will delay the processing. Any application that is not complete by November 23, 2022 will not be considered for early placement.**
- **November 23, 2022** - All mandated forms must be received by the Registration Office.
- **November 28, 2022 – December 12, 2022** - Appointments will be scheduled to finalize your Early Registration.

If a lottery is needed for Universal Pre-Kindergarten placement due to over-enrollment, you will **receive a letter in January letting you know about your AM or PM placement.**

- **Once you are fully registered with our Registration Office for UPK,** you may want to consider registering in our **"Fun for Fours"** extended day program. Simply complete the Fun for Fours application included on the flyer and send it in with your deposit. Seating in this program is limited and all deposits after early registration will be time stamped in the order received.

In mid-May you will be scheduled for the Universal Pre-K Screening.

Please do not hesitate to call if you have any questions. You can also find information regarding registration, on the district website at [greatneck.k12.ny.us](https://www.greatneck.k12.ny.us). Our department can be found under [Home > Administration > Registration and Attendance > Great Neck Registration and Online Application](#).

Very truly yours,

James Gounaris
District Registrar



Great Neck Public Schools, Office of Registration and Attendance

345 Lakeville Road, Great Neck, NY 11020

residency@greatneck.k12.ny.us (516) 441-4080

Name: _____ Date: _____ Application #: _____

Public School Registration Checklist 2023-2024

*****Please include the application number in all correspondence*****

- Deed, Closing Statement, or Current School/Village Tax Bill
Or
- Proprietary Lease (Co-op)
Or
- Lease (all pages with complete landlord contact information)
Rental Agreement (all pages with complete landlord contact information)
** Both Lease and Rental agreement must be accompanied with the local village/town official rental permit for that property (should be supplied to the tenant by the landlord).
- Current Mail 3 Different Pieces of Official Mail, utility bills work best-shipping labels are unacceptable, must be stamped within the past 30 days.
- Certification of Residency (notarized)
- Parent/Guardian Photo ID: You are Required to add all Parents listed on the Birth Certificate, to the Online Application in the Parent Section.
- Custody Agreement or Notarized Affidavits if applicable. A secondary mailing will be set up for all non-household parents
- Original Birth Certificate (Original and an official, notarized translation to English, if necessary)
- Immunization Record (stamped by a physician) *** REQUIRED to Complete Registration.
- Physical, performed and stamped within the last 12 months by a New York State Doctor.
*** REQUIRED to Complete Registration.
- Home Language Questionnaire (one form for EACH student)
- Dental Form – Elementary Only (one form for EACH student)
- Report Card/Transcript. Important for placement: Prior School Information needs to be entered before submitting the application. For Kindergarten enrollment please list the current Pre-School or Daycare Program, if applicable.
- Please make sure you SUBMIT the application. An email from “Parentsupport” will be sent as soon as you Submit the application letting you know it has been submitted. Check your email and make sure you receive this verification. All applications are reviewed in the order they are received. Please allow 1-3 business days for our staff to review your application.

If the application is complete and all documents are uploaded are correct, you will receive an email to call our office to make an in-person appointment to verify your original documents. Once that appointment is complete your student’s enrollment will take place. WE DO NOT ACCEPT UNSCHEDULED WALK-IN REGISTRATION APPLICATIONS.

If any of the documents are missing or information is incomplete, your application will be placed on HOLD, and you will receive an email letting you know what is missing.
Incomplete application or document will delay the processing.



GREAT NECK PUBLIC SCHOOLS
REGISTRATION OFFICE
345 LAKEVILLE ROAD GREAT NECK, NY 11020

CERTIFICATION OF RESIDENCY (required document)

(Affidavit is valid for one year from date of notary signature, one affidavit per application)

This is to certify that I (we), _____
(parent (s) names listed above)

understand this statement is being made UNDER THE PENALTIES OF PERJURY, so that all my school aged child/children listed below

_____, _____

(print child/all children's name above living at this address)

may be admitted to the schools of the Great Neck Public Schools.

I am currently residing (living) at _____
(Address) _____

I attest that it is 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 (Minimum range is \$17,957.00 - \$26,474.00), 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 understand that the school district will make an announced home visit for purposes of residency verification. In addition, the district may make an unannounced home visit for the purpose of residency verification.

I further understand that if I move out of the home listed above, I will immediately notify the school district.

By signing below, I admit to having read and understood the above conditions.

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

Online Registration Applications

Complete requirements, forms and directions can be found at: <https://www.greatneck.k12.ny.us>

From the **Great Neck Public School Home Page – Select Administration
Registration and Attendance > Great Neck Registration and Online Application**

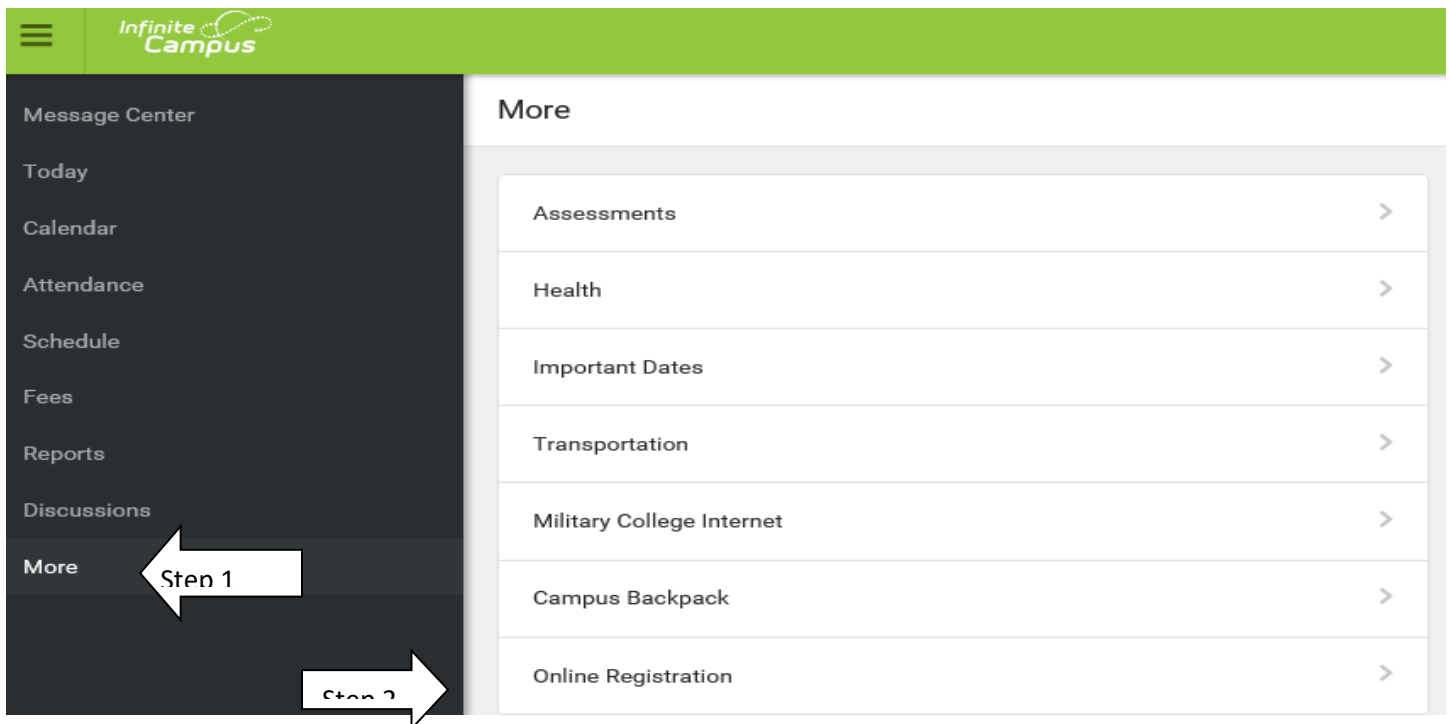
Prior to starting the Application please download the [required forms](#) for Public School Forms UPK and review the attached Checklist to see what additional information needs to be collected and uploaded.

Select the link [Online Registration Application](#) and you will be able to begin the Application.

If you DO NOT HAVE a Campus Parent Portal Account see the back of this page for directions.

If you DO HAVE a Campus Parent Portal Account then simply login and follow the screens below.

- Login into the Campus Parent Portal > Step 1: Select More > Step 2: Select Online Registration



- **Very Important Registration Year – Select the 23-24 School Year from the dropdown**
- **The application will pull any current information which was stored in Infinite Campus. Please update any changes or add any additional required information.**
- Please navigate the program by selecting Next or Save and Continue.
- On the tab **Non School Age Brothers and Sisters**, please let us know about any **younger siblings**. Please do not add any students who are currently enrolled in school, whether it is public or private.


If you do not have **Campus Parent Portal Account** follow the directions on the **Great Neck Registration and Online Application Web Page**. Select the link **Online Registration Application** and you will be able to begin registration.

Click on **Start New Registration**: **Very Important the Registration Year needs to be the 22-23 School Year from the dropdown.**

Infinite Campus Online Registration

Please complete the information below to begin the registration process.

Parent/Guardian First Name	First Name *
Parent/Guardian Last Name	Last Name *
Date of Birth (MM/DD/YYYY)	*
Registration Year	23-24
Email Address	myemail@gmail.com
Previously Attended this District	<input type="checkbox"/>
Please type the letters you see displayed in the image below	

I'm not a robot  reCAPTCHA Privacy - Terms

Begin Registration

You will receive a confirmation number. Enter your name and **Submit**

Infinite Campus Online Registration Application Number 1573

Welcome First Name Last Name! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

First Name Last Name |

Submit

Infinite Campus Online Registration Application Number 1573

* Indicates a required field

▼ Student(s) Primary Household | Parent/Legal Guardian | Public School Families Only Emergency Contacts | Non School Age Brothers and Sisters

Student | Completed

▼ Home phone:

Home Phone
() - *

Next >

▶ Home Address **** Upload Residency/Proof of Mail

Save/Continue

Navigate the application by selecting **Next** and **Save and Continue**. **PLEASE SUBMIT** the APPLICATION and Confirm you received an email from Parent Support.

PARKVILLE AND KENNEDY UNIVERSAL PRE-KINDERGARTEN

Based on a family's home address their student will be zoned for either Great Neck's Parkville or Kennedy Universal Pre-Kindergarten Program. There will be no exceptions to the Pre-Kindergarten your student will attend.

Families may make a request (depending on availability) for either the morning session or afternoon session of our Pre-Kindergarten Program.

AM Pre-Kindergarten 9:10 am – 12:30 pm

PM Pre-Kindergarten Noon – 3:20 pm

Parents choosing only Universal Pre-Kindergarten will receive a bus to and from school.

FUN FOR FOURS

"Fun For Fours" offers our students an extended day art and science based enrichment program. There is a fee for this program. Space may be limited. No Application for Fun Four Fours will be accepted until the Online Registration is Approved and Posted.

PARKVILLE

AM "Fun For Fours" ---- 9:10 am – Noon

PM "Fun For Fours" ---- 12:30 pm – 3:45 pm

KENNEDY

AM "Fun For Fours" ---- 9:10 – Noon

PM "Fun For Fours" ----12:30 pm – 3:20 pm

There is no bus provided for the "Fun For Fours Program". Students enrolled in a full day of school – Universal Pre-Kindergarten and "Fun For Fours Program" – will only receive a bus for the Universal Pre-Kindergarten session. Parents will be responsible for transportation for the "Fun For Fours" session.