



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, 2016 and December 1, 2017 or earlier, is eligible to attend **kindergarten** next year or higher grades. Registration is required for students who will be attending any of the Great Neck Public Schools as well as students attending Private Schools.

If your child will attend a private school, he/she may be entitled to transportation and/or textbooks and special services. Therefore, when your registration in the Great Neck School District is approved, you **must** complete the [On-line Transportation Form](#) required by New York State.

Our Online Registration Application process is our only method to register for school. **Students cannot be registered in advance of residing or moving in to the District.** Please check the Kindergarten and Pre-K pages for specific information on those programs.

Please follow the steps below to make sure your child is fully registered. Completing the registration early will allow the schools to best serve your student's needs.

Step 1: Complete and Submit an Online Registration Application. Please refer to the included checklist to verify all of the required documents have been uploaded for review. Any documents that are missing will delay the processing of these applications.

Step 2: The Registration Office staff will review all submitted applications as they are received. Due to the high volume we expect during this early registration period, please allow extra time for this to happen. Once you submit the application, you cannot return to add additional missing documents. Submit the application once you have compiled and uploaded all the required documents. Upon submission you will receive an email confirming your submission. If the application is 100 % complete and all documents are uploaded, you will receive an email letting you know it is '**APPROVED AND POSTED**'. This is your confirmation that your application has been completed.

If any of the documents are missing or information is not complete, your application will be placed on **HOLD**. You will receive an email letting you know what is missing. **This will delay the processing.**

Students attending Parkville or Kennedy Pre-K will automatically be registered for Kindergarten.

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. Our department can be found under [Home > Administration > Registration and Attendance > Great Neck Registration and Online Application](#).

Very truly yours,

James Gounaris
District Registrar

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**

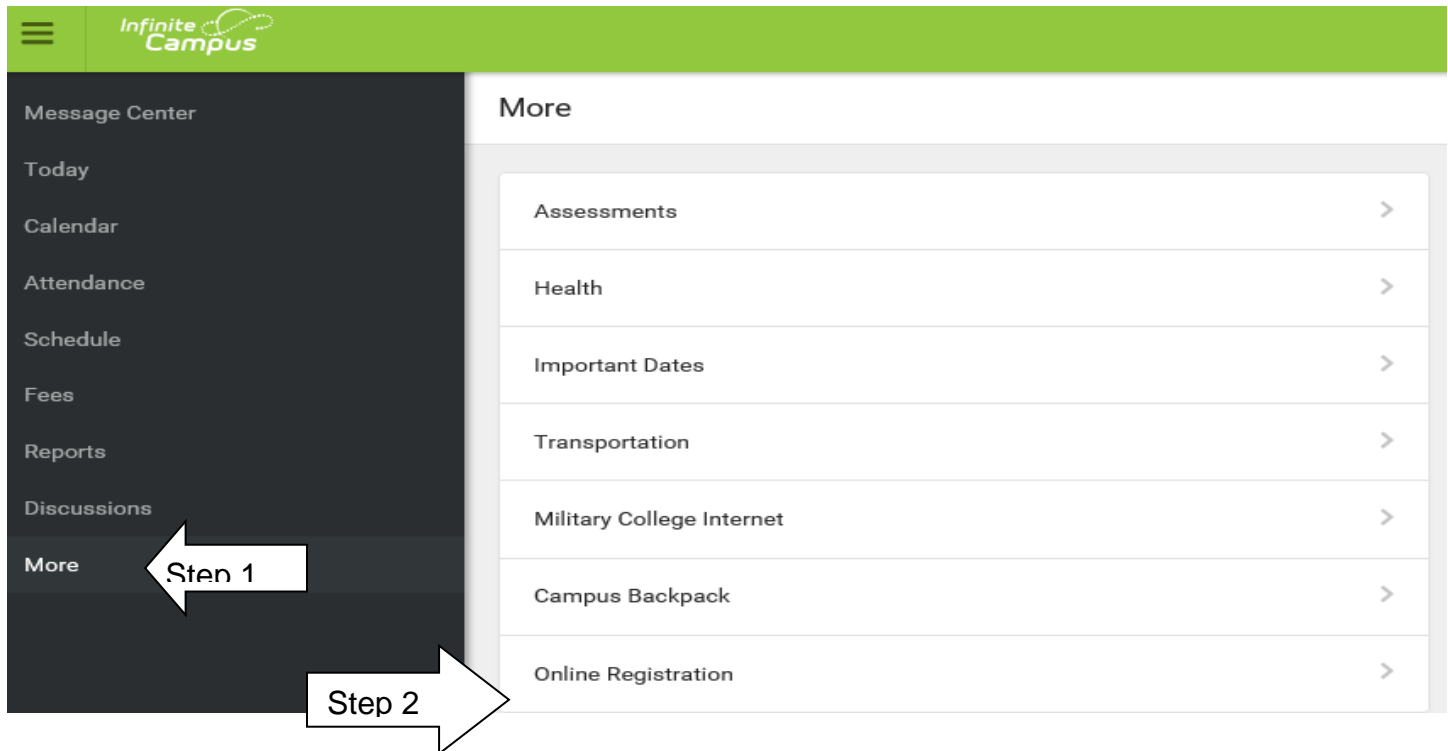
Prior to starting the Application please download the [required forms](#) for Public School Forms UPK and review the attached Checklist to see what additional information needs to be collected and uploaded.

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 22-23 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	22-23
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 

[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.

**GREAT NECK PUBLIC SCHOOLS
HEALTH SERVICES**

**DENTAL HEALTH REPORT
(Public School Only)**

To be signed and stamped by a N.Y. State Dentist

Student's Name: _____ Date: _____

School: _____ Grade: _____

This is to certify that the student named above:

Is under my care for dental treatment: _____

Has completed dental treatment: _____

Name of Dentist: _____

Signature of Dentist: _____

Address: _____

This report should be returned to the school.



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: _____ Application #: _____ Date: _____

Public School Registration Checklist

*****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), Rental Agreement (all pages), or Notarized Affidavits. Landlord contact information required.
- ___ Current Mail 3 Different Pieces of Official Mail dated within the last month
- ___ 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.
- ___ Dental Form – Elementary Only (one form for EACH student)
- ___ Home Language Questionnaire (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.

If the application is complete and all documents are uploaded are correct, you will receive an email letting you know your application is 'APPROVED AND POSTED'.

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

Private School Checklist other side

GREAT NECK PUBLIC SCHOOLS

Registration Office

(516) 441-4080

residency@greatneck.k12.ny.us

Private School Checklist

Application/Confirmation # _____ **Please include this number in all correspondence**

_____ Deed, Closing Statement, or Current Tax Bill

_____ Proprietary Lease (Co-op)

_____ Lease (all pages), Rental Agreement (all pages), or Notarized Affidavits. Landlord contact information required.

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

_____ Certification of Residency (notarized)

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

_____ Parent/Guardian Photo ID: It is important to add both Parents to the Online Application in the Parent Section.

_____ Custody Agreement or Notarized Affidavits, if applicable.

_____ Completed Online Registration. PLEASE INCLUDE the name of the Private School

A link to complete the Private School Transportation Forms will be sent after an application has been approved, posted and the student registered. Un-registered students cannot apply for transportation in advance of successfully registering with Great Neck Public Schools.

Public School Checklist other side