



**Great Neck Public Schools**  
**Phipps Administration Building**  
**Office of Registration**  
**345 Lakeville Road, Great Neck, NY 11020 (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 our staff will review the application within 1-3 business days. All applications are reviewed in the order they are received. **Step three-**You will then receive an email either letting you know your child is registered or what additional documents may still be needed.

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.**

**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 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,** please provide the following: Lease (all pages with complete landlord contact information), Rental Agreement (all pages with complete landlord contact information)

**\*\* Both Lease and Rental agreement to be accompanied with the local village/town official rental permit for that property (should be supplied to the tenant by the landlord).**

Notarized Residency Affidavits for Tenant and Owner Affidavits are provided by the district. In addition to the Owner/Renter Affidavits, the property owner's full contact information, Deed, Current Town or North Hempstead Tax Bill (If you need a copy call (516) 869-7800), landlords Proprietary lease (for Co-op)

**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. **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. **Public School only**
- School Records (i.e. report card, official transcript, course schedule. **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.**



**Great Neck Public Schools, Office of Registration and Attendance**

345 Lakeville Road, Great Neck, NY 11020

[residency@greatneck.k12.ny.us](mailto:residency@greatneck.k12.ny.us) (516) 441-4080

Name: \_\_\_\_\_ Application #: \_\_\_\_\_ Date: \_\_\_\_\_

**Private School and Early Intervention 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 with complete landlord contact information)

Rental Agreement (all pages with complete landlord contact information)

**\*\* Both Lease and Rental agreement to 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.

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

\_\_\_\_ Official Custody Agreement and/or Notarized Affidavits

**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 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, 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**

(Affidavit is valid for one year from date of notary signature)

This is to certify that I, \_\_\_\_\_

understand that this statement is being made UNDER THE PENALTIES OF PERJURY, so that my child/children may be admitted to the schools of the Great Neck Public Schools.

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 (Minimum range is \$16,548.00 - \$24,941.00), 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