

## **SCHOOL ADMISSIONS**

The Board of Education of the Great Neck Public Schools requires that in accordance with New York State Education Law, every child admitted to pre-kindergarten §3602-e (1) (c) in the Great Neck Public Schools must attain the age of four years on or before December 1 of the year of entrance, and every child admitted to kindergarten §3202(1) in the Great Neck Public Schools must attain the age of five years on or before December 1 of the year of entrance. A birth certificate must be presented as proof of age. Any child enrolled in a kindergarten at any other public/private/parochial school who does not meet these eligibility requirements will not be permitted to transfer into a District kindergarten during that school year.

Initial placement of new resident students in other grades will be based upon transfer data from their former schools. Students from any foreign school, public or private, or students with no official transcript shall be placed in a grade determined to be equivalent to that of the student's prior school. This initial placement shall be for a six (6) week probationary period or until the issuance of the first report card following the date of entrance. Final grade placement following admission will be based upon direct observation by building staff and the student's level of performance in relation to the District's standards for the grade. The building principal will notify the parent of the final decision regarding the child's placement.

### **Residency Requirements**

A student's residence is presumed to be the domicile of the parents/persons in parental relation. Ownership of property in the District does not constitute residency. Parents/persons in parental relation must provide sufficient proof that they resided in the District when enrolling their children in District schools. Examples of proof of residency include, but are not limited to:

1. A mortgage statement or deed of ownership;
2. A tax bill from the Town of North Hempstead;
3. A copy of a lease executed by the tenant and landlord, with an affidavit by the landlord that the lease is in effect plus a copy of the landlord's mortgage statement or deed of ownership;
4. Statements for utility bills;
5. The portion of a current telephone bill showing name and address;
6. A bill from a commercial moving company;
7. A statement from an attorney certifying that the individual resides at a specific address within the Great Neck School District;
8. A pay stub or income tax form showing the in-district address;
9. A copy of each: a driver's license and insurance identification card; or
10. A voter registration document or a New York State or other government issued ID.

The above proof must also be shown when a family moves to a new home within the District, before a transfer or recording of a change of address can take place.

**Other Documentation**

New entrants must also present the following documents at the time of registration:

1. Proof of Age

Acceptable forms of documentation of proof of age include, but are not limited to, a birth certificate, a baptismal record or a passport (including a foreign passport).

2. Immunization

In order to be admitted to school, a student must meet the minimum immunization requirements specified in the most current Section 2164 of the New York State Public Health Law.

Completed and cumulative health records from other school districts are acceptable as proof of immunizations. It is the responsibility of the registrant to obtain the records before registering.

a. Conditional Admission

Students with fewer than the required immunizations may be admitted if they show proof of having begun the required immunization series, and present a written documentation of the appointment date(s) for the next series of immunizations from their licensed health care provider

b. Exceptions

Students may be excused from immunization only as provided by New York State Public Health Law.

**Medical and Dental Examinations**

Within 30 days after a newly-registered student's entry into the District, parents/guardians must submit a health certificate setting forth the results of the student's physical examination (conducted no more than 12 months prior to the commencement of the school year). The District shall also request that, within the first 30 days after a newly-registered student's entry into the District, parents submit a dental certificate setting forth the results of the student's dental examination. Certificate forms will be provided during the registration process and shall be submitted to the school's health office, as the principal's designee.

If parents/persons in parental relation fail to submit the health certificate, the District shall notify the parents in writing that its school physician shall conduct a physical examination (health appraisal) of the student at school. Thereafter, if parents/persons in parental relation fail to provide the health certificate within 30 days of the date of the notice, the District's school physician shall proceed with the health appraisal.

**Temporary Absence from the District**

Students who have established legal residency in the District, as defined above, but who, subsequently, are temporarily absent for such reasons as construction on the family residence, may continue to attend District schools until they move back into that residence, unless they establish a new residence outside the District. In order to facilitate the continued enrollment of their children in District schools, the District requires that

parents/persons in parental relation provide prior notice of such a temporary absence and the estimated date of return, as well as the address of the temporary residence. The District may require such proof as it deems acceptable regarding the reason for the relocation.

The District shall not allow students to continue to attend its schools indefinitely, based solely on an expressed intent to return to the District. Therefore, the District may require such evidence as it deems acceptable regarding efforts to return to the District. Such evidence must demonstrate progress toward the goal of returning to the District, and may include but is not necessarily limited to such documents as a contract to build, purchase or lease a residence. Upon return to the family residence, the resident may be required to provide documentation acceptable to the District proving reestablishment of their residency. If the District learns that students no longer reside in the District, the District will terminate enrollment of such nonresident students in accordance with the law.

If a District resident assumes a parental relationship to a non-resident student, and takes charge or care of such student because:

- a. Such resident has been appointed as a legal guardian of the student by a court order; or
- b. The parent(s) or legally appointed guardian(s) of the student (1) have died, (2) are in prison, (3) have been deemed insane, or (4) have been committed to an institution.
- c. The parent(s) or legally appointed guardian(s) have relinquished custody and control over the student to another legally appointed guardian.

Affidavits provided by the District must be completed by the resident family and by the parent/person in parental relation. The affidavit shall state that a parental relationship has been undertaken because the parent(s)/persons in parental relation fall into one of categories listed above. The resident family shall provide any additional proof required by the District that may include court records, proof of death, institutionalization, etc.

The District reserves the right to require additional information based on the information provided in the affidavit, the material provided by the resident family or any other source.

If a student is placed in a family/foster home by a social services agency of the New York State Department of Health, and that home is located within the boundaries of the District, the student may be admitted to the District's schools. Full tuition shall be paid in accordance with New York State Education Law, Section 3202, Subdivision 5 by the school district in which the student formerly resided (in which the student's parent/person in parental relation resides).

Non-resident pupils shall be denied the privilege of attending the District's schools except in the following circumstances:

Eligibility of Former Residents:

- In the event that the family of a student who is a bona fide resident of the District moves out of the District after February 1<sup>st</sup> of the student's senior year (12<sup>th</sup> grade), upon written request by the student's parent(s)/person(s) in parental relation to the District Office of Attendance and Registration for review, the student shall be permitted to complete the senior year, without payment of tuition, as long as the student was enrolled in a District school for the entirety of the sophomore year (10<sup>th</sup> grade) and the junior year (11<sup>th</sup> grade).
- In the event that the family of a student in Grades K-11 who is a bona fide resident of the District moves out of the District between May 1<sup>st</sup> and the end of the school year, upon written request by the student's parent(s)/person(s) in parental relation to the District Office of Attendance and Registration for review, the student shall be permitted to complete that school year, without payment of tuition, as long as the student was enrolled in a District school for the entirety of the prior school year.

Transportation for non-resident students will not be provided by the District. The student's parent(s)/person(s) in parental relation must assume full responsibility for transporting the student to and from school each day.

#### Eligibility of Special Non-Residents Under Contract From Other Districts:

This policy shall not apply to non-resident students who are placed in a District program as a result of another public school district's Committee on Special Education recommendation when such recommendation has been consented to by the District, and for which a contract between the District and the other public school district exists.

#### **Reservation of Rights**

The District reserves the right to refuse to admit a non-resident student if the Superintendent of Schools or designee determines that:

- placement in the District's program would result in the exclusion of a resident student;
- the admission of the non-resident student will result in an increase in the size of the faculty or staff necessary to educate the non-resident student;
- the student has been disciplined, suspended or excluded from the previous school for disruptive behavior or endangering the health and safety of other students; or
- when such exclusion is deemed to be in the interests of the School District.

#### **Determinations of Non-Residency and Appeals**

Any decision by the District that a student is not entitled to attend District schools shall include notification of the procedures to obtain review of the decision within the District. Prior to making a determination of entitlement to attend the District schools, the Superintendent of Schools or designee shall afford the student's parent/person in parental relation to the student or the student, as appropriate, the opportunity to submit information concerning the student's right to attend school in the District. When the Superintendent

of Schools or designee determines that a student is not entitled to attend District schools because the student is not a resident of the District, the Superintendent of Schools or designee shall, within two (2) business days, provide written notice of its determination to the student's parent/ person in parental relation, or to the student, as appropriate. Such written notice shall state:

- that the student is not entitled to attend the public schools of the District;
- the specific basis for the determination that the student is not a resident of the District, including but not limited to a description of the documentary or other evidence upon which such determination is based; the date as of which the ~~child~~ student will be excluded from the District schools; and
- that the determination may be appealed to the New York State Commissioner of Education, in accordance with New York State Education Law, section 310, within thirty (30) days of the date of the determination, and that the instructions, forms and procedure for making such an appeal, including translated versions of such instructions, forms and procedures, may be obtained from the New York State Office of Counsel at [www.counsel.nysed.gov](http://www.counsel.nysed.gov), or by mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518) 474-8927.

***Great Neck Public Schools***

***Adopted: 1/11/88***

***Amended: 11/20/89; 5/21/90; 4/24/01; 4/14/03; 3/27/06; 3/31/08; 4/21/09;  
4/17/12; 4/20/17; 3/23/20; 3/8/23; 6/14/23 (Effective 7/1/23)***