

SCHOOL ADMISSIONS REGULATION

(This policy replaces previously approved Board of Education Policy #5117)

Proof of Residency and Parental Control

For resident students to attend district schools, the following proof of residency shall be required:

1. Owners must provide:

A mortgage or closing statement, and a deed or tax bill to prove ownership, and a notarized home-owner affidavit, along with any **two** of the following:

- Suffolk County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Driver's license/DMV ID Card
- Bank statement
- Voter registration card
- DSS Declaration
- Other original bill stating residency

2. Tenants must provide:

A notarized home-owner affidavit, and a notarized tenant affidavit, and a notarized rent receipt or notarized lease, along with any **two** of the following:

- Suffolk County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Driver's license/DMV ID Card
- Bank statement
- Voter registration card
- DSS Declaration
- Other original bill stating residency

3. In addition to the above, a person other than a natural parent, but in parental control, must present **one of the following:**

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as foster parent
- Affidavits provided by the parent surrendering control and the person in parental relationship assuming legal responsibility for the student.

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4. In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent where deemed appropriate, unless they have been deemed as unaccompanied youth according to the stipulations under the McKinney-Vento Act

5. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy kept in the student's file.

New Student Registration

Parents/Guardians should bring photo identification, along with the following:

1. Birth certificate – original copy must be presented for kindergarten registration.
2. Immunizations – record of mandatory immunizations and a health certificate from a licensed physician.
3. Placement records – elementary students should have a transfer card or report card. Special education students should have a copy of their Individual Education Plan (IEP). Secondary students should have a transcript of grades and courses completed.
4. Proof of residency – as indicated above
5. Proof of guardianship – as indicated above
6. Students in foster care – foster parents must be present at time of registration. They must have a placement letter from the agency, on the agency's letterhead, indicated the foster parent's name plus the date of birth and grade of each student. The agency must also include the health history and dates of mandatory immunizations of each student and a DSS 2999 from with CIN/Medicaid number, BCW/CSW/SSC or SOO number for each student.
7. Stepparents – copy of their marriage certificate must be presented at the time of registration.
8. Hours – the Registration Office is located at the Wisconsin Avenue Special Services building and is open Monday through Friday 8:00 a.m. to 2:00 p.m.; however, there are a limited number of new daily registrations.
9. Testing or evaluation appointments may need to be scheduled for another day.
10. If there is a problem that cannot be resolved, an appointment should be scheduled with an attendance staff member, at 434-2301.

Approved by the Board of Education:

1/21/10