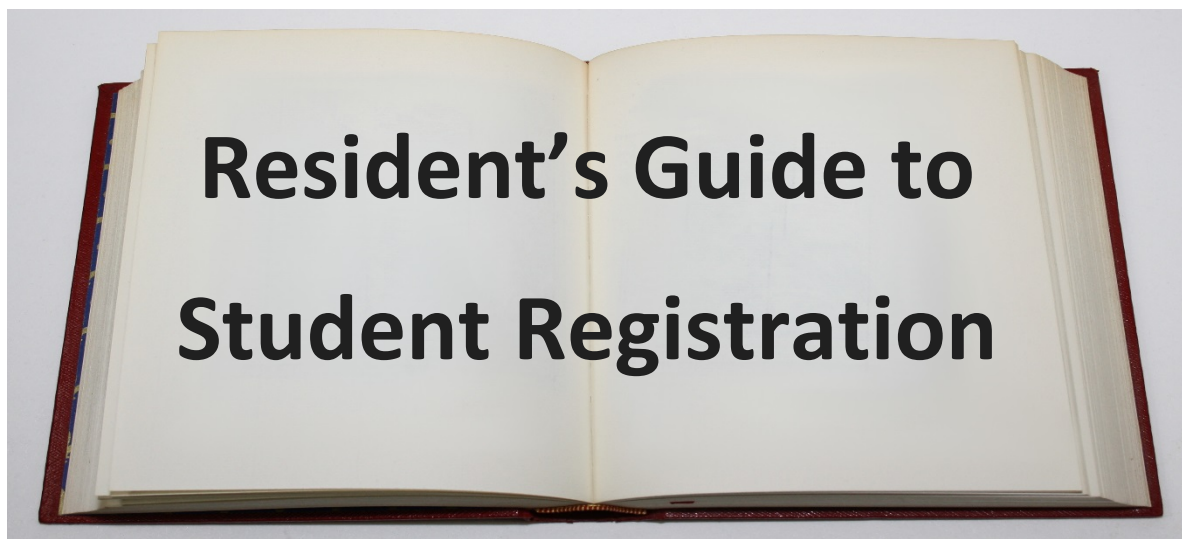


LEVITTOWN SCHOOL DISTRICT



OFFICE OF CENTRAL REGISTRATION

Arlene Mege - Registrar

MONDAY – FRIDAY – 8AM TO 4PM – 11:30AM TO 12:30PM CLOSED FOR LUNCH

150 Abbey Lane - Room 417 – Levittown – 516-434-7058 – Amege@levittownschoools.com

To request a registration package – please call Arlene Mege

*****Registration is by appointment only - once all paperwork is completely filled out*****



LEVITTOWN PUBLIC SCHOOLS
Levittown Memorial Education Center
150 Abbey Lane
Levittown, New York 11756



Central Registration
516-434-7058

**REGISTRATION INSTRUCTIONS FOR PARENTS/PERSON IN PARENTAL RELATION
SEEKING TO REGISTER A STUDENT IN LEVITTOWN PUBLIC SCHOOLS**

OFFICE OF CENTRAL REGISTRATION

Arlene Mege – Registrar

516-434-7058

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MONDAY – FRIDAY – 8AM TO 4PM – 11:30AM TO 12:30PM CLOSED FOR LUNCH

These instructions will provide you with an understanding of the registration and enrollment process for Levittown Schools.

Prior to arriving at the Office of Central Registration, please refer to these instructions to ensure that you have all the information you need and the proper documentation to start and complete the registration process. The first person you will encounter at the office of Central Registration is a security aide who will assist you in signing in using an electronic system. You will provide your name, names of all children, address, time you arrived, purpose of your visit and time you leave. You will also be asked for photo identification. If you do not have photo identification, you will still be allowed to sign-in and proceed with the registration process. It is at that time you will be directed to the Registration Office.

You will then meet with Arlene Mege, the registrar for the district. If you do not speak English, a translator will be provided. Arlene will review your registration package for completeness and make copies of the required documentation.

The documents you will need to provide to the Office of Central Registration include:

A. Proof of District Residency

To establish that the student you are registering resides in the Levittown School District, the following proof of residency shall be required:

1. Homeowners may provide:

- Signed and notarized Owner's Affidavit (from owner of home)
- Signed and notarized Affidavit of Residency (from you)
- A mortgage or closing statement, or a deed or tax bill to prove ownership

and any **two** of the following:

- Pay Stub
- Income Tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Telephone bill
- PSEG bill
- Water bill
- Oil Company bill
- Insurance bill
- Valid drivers license, learner's permit or non-driver identification.
- Bank statement
- Voter registration documents
- Department of Social Services Declaration (DSS)
- State or other government issued identification
- Other original documents evidencing residency

2. Renters must provide:

- Signed and notarized Owner's Affidavit (from owner of home)
- Signed and notarized Affidavit of Residency (from you)
- Lease (if applicable)
- and any **two** of the following:
 - Pay Stub
 - Income Tax form
 - Utility or other bills
 - Membership documents (e.g. library cards) based on residency
 - Nassau County tax bill
 - Telephone bill
 - PSE bill
 - Water bill
 - Oil Company bill
 - Insurance bill
 - Valid drivers license, learner's permit or non-driver identification.
 - Bank statement
 - Voter registration documents
 - Department of Social Services Declaration (DSS)
 - State or other government issued identification
 - Other original documents evidencing residency

PLEASE NOTE: If you cannot provide proof of residency, your registration will not be delayed. However, documentation establishing district residency must be provided to the Office of Central Registration within Three (3) days of starting the registration process.

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

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as foster parent
- Person in Parental Relation Affidavit provided by the person in parental relationship assuming legal responsibility for the student. (signed and notarized)
- Parent Affidavit provided by parent giving legal giving legal responsibility to another person for the student. (signed and notarized)
- Documents issued by federal, state or local agencies (e.g. local social services agency, fderal Office of Refugee Resettlement)

****Please note if the family is a divorced family, documentation, from the court, indicating residency for the student is necessary for registration.**

3. 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 an unaccompanied youth according to the stipulations under McKinney-Vento Act.
4. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy maintained in the student's file.

B. Proof of Age

When available, a certified birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth will be used to determine a child's age. If either document is available, the District will not require any other document to determine a child's age. If these documents are not available a passport (including a foreign passport) may be used to determine a child's age as long as it is not expired.

If the above documents originate from a foreign country, the District may request verification from the appropriate foreign government or agency but that will not be your responsibility. It will not delay enrollment. The District will not demand that you translate any documents or verify proof of age, beyond providing the above documents.

PLEASE NOTE: If you cannot provide proof of age, your registration will not be delayed. However, documentation establishing the student's age must be provided to the Office of Central Registration within three (3) days of starting the registration process.

C. Health Records (Proof of Immunizations)

New York State Law Section 2164 requires certain immunizations to attend school. Please check with your health care provider as soon as possible to make sure that your child has all the needed immunizations. Please bring proof of immunizations with you at the time of registration.

Proof of Immunizations must be **any 1 of the 3** items listed below:

- An immunization certificate signed by your health care provider.
- Immunization Registry Report (NYSIS or CIR from NYC) from your health care provider or your county health department.
- A blood test (titer) lab report that proves your child is immune to the diseases.
- For Varicella (chicken pox) a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

PLEASE NOTE: If you do not have a record of immunization, you must provide proof within fourteen (14) days of registration, unless the student is transferring from out-of-state or from another country and you can show a good faith effort toward obtaining the necessary certification or other evidence of immunizations. In such cases, the time to submit evidence of immunizations may be extended to no more than thirty (30) days from the date of registration. The failure to provide a record of immunizations shall not delay initial registration and/or initial enrollment.

D. School Records (If your child has already attended School)

- Signed Release of Records to prior school
- Official transcripts or other school records from previous schools.
- Most recent report card
- If student is in middle school - music and/or language choice

- Special Education students must provide most recent Individual Education Plan (IEP)
- Signed Release of Records to the Special Education Department of prior School District.
- Social History form filled out completely
- New student Intake Form

PLEASE NOTE: The failure to provide school records shall not delay registration and/or enrollment.

If the student requires testing for English proficiency or any other testing, at the time of registration, Mrs. Mege will ensure that the testing occurs as soon as practical (but usually not more than one to two school days from the time of registration.)

Once the registration process is complete, you will be given a start date and the person to meet at your student's new school including meeting with Guidance Counselor in Middle/High School.



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Residency Checklist

Preferred Proofs for Residency Verification

IF YOU OWN A HOME:	IF YOU RENT:
<p>MUST HAVE:</p> <p>A. Owners Affidavit signed/notarized by owner of home B. Affidavit of Residency signed/notarized by you</p> <p align="center">AND</p> <p>Two (2) proofs of residency in your name</p>	<p align="center">MUST HAVE:</p> <p>A. Lease/rental agreement B. Owners Affidavit signed/notarized by owner of home C. Affidavit of Residency signed/notarized by you</p> <p align="center">AND</p> <p>Two (2) proofs of residency in your name</p>
<p>AND</p> <p>A copy of Residential Deed or Mortgage OR Tax statement or mortgage statement</p>	<p align="center">AND</p> <p>A copy of Residential Deed or Mortgage from owner OR Tax statement or mortgage statement from owner</p>

NON-EXHAUSTIVE LIST OF ACCEPTABLE PROOFS OF RESIDENCY (2 NEEDED)
 Must be received on later than Thirty (30) days from registration

- ❖ Utility or other bill (electricity/gas bill, oil bill, water bill, medical car insurance, credit card account, cell phone bill, etc.)
- ❖ Cancelled personal check with imprinted address
- ❖ Bank statement
- ❖ Valid Driver's license, learner's permit or non-driver identification
- ❖ Voter registration document
- ❖ Membership documents (e.g. library card) based on residency