

**ELMONT UNION FREE SCHOOL DISTRICT
REGISTRATION FORM**

REMINDER: According to Elmont Board of Education Policy 5060 a-c, "A person shall be eligible to attend the schools of the Elmont Union Free School District provided that he/she will reside in the school district with a parent by birth or adoption or with a legally appointed guardian."

The Elmont UFSD Superintendent of Schools "shall insure that the residence in question is checked by a district staff member to determine whether the child resides at the residence in question with a parent or legally appointed guardian. All student enrollments shall be subject to the verification of fact of eligibility through a home visit by a district staff member.

BASIC INFORMATION:

1. All applicants must complete sections 1, 2, 3, 4 of the "**School Registration Form**" Form must be **NOTARIZED**.
2. **DIVORCED, SEPARATED, NEVER MARRIED OR PARENTS NOT LIVING TOGETHER** with a current custody order must complete sections 1, 2, 3, 4 and submit a certified copy of the court order.
3. **DIVORCED, SEPARATED, NEVER MARRIED OR PARENTS NOT LIVING TOGETHER** without a custody order must complete sections 1, 2, 3, 4 and Affidavit Forms C & D. Please attach Federal Income Tax Return for last year.
4. **FOSTER PARENTS** must complete sections 1, 2, 3, 4, 5, and 6 and submit a copy of VSW-241 or DSS 2999 form (please include child's CIN#). The DSS social worker (legal guardians) must sign and notarize the application as well.
5. **GUARDIANS or LEGAL CUSTODIANS** must complete sections 1, 2, 3, 4, 5, & 6 and attach a certified copy of court order.
6. **HOMELESS FAMILIES in order to determine what services you and your child may be able to receive under the McKinney-Vento Homeless Assistance Act, please answer the following questions:**

- ☐ In permanent housing
- ☐ In a shelter
- ☐ With another family or other persons because of loss of housing or a result of economic hardship (sometimes referred to as "doubled-up")
- ☐ In a hotel/motel
- ☐ In a car, park, bus, train, or campsite
- ☐ Other temporary living situation (Please describe): _____
- ☐ Unaccompanied Youth

Print Name of parent, guardian or student (for unaccompanied homeless youth): _____

Address: _____ Telephone No.: _____

Child's Name _____ Date of Birth: _____

If the student is **NOT** living in permanent housing a school official will meet with you to inform you of the educational and related opportunities available to you and your child and assist you with registering your child, as your child may qualify for homeless status. The District's Homeless Liaison is Stephanie Muller. Ms. Muller's contact number information is 516-326-5580 x20026.

PARENTS OF HOMELESS STUDENTS STOP HERE: Please return this letter to the registrar.

HOMEOWNER: If you own a home and you are the parent or foster parent of the child to be registered you must

- Attach **a copy** of either your Homeowner's deed, most current Homeowner's mortgage statement or County & School Tax Receipt.
- **Copies of at least two** of the following proofs of residency (**Dated no earlier than two months from the date of Registration**): Utility bill, Voter Registration Card, Cable Bill, Bank Statement.
- *Complete and **notarize Form A- Parent and Homeowner Affidavit**. The original notarized document must be submitted. Documents not notarized will NOT be accepted.

RENTING or NON-OWNER: If you are a **NON-OWNER**, **RENTING** an apartment or home or **LIVING WITH ANOTHER FAMILY** the owner of the property **MUST** provide you with the following:

- **A copy** of either the Homeowner's deed, most current Homeowner's mortgage statement or County & School Tax Receipt.
- **Copies of at least two** of the following proofs of residency **with their name listed** (**Dated no earlier than two months from the date of Registration**): Utility bill, Voter Registration Card, Cable Bill, Bank Statement.
- *Complete and **notarize Form A (1) - Owner's Affidavit**. The original notarized document must be submitted. Documents not notarized will NOT be accepted.

YOU MUST ALSO:

- Submit a **copy** of your lease or rental agreement.

- *Complete and **notarize Form B –“Renter’s/Non-Owner’s Affidavit”**. The original notarized document must be submitted. Documents not notarized will NOT be accepted.
- Copies of at least two of the following proofs of living at the residence. This might include the following: PSE&G bill, Voter Registration Card, Cable Bill, Bank Statement, or legal mail as required documentation. (**Dated no earlier than two months from the date of Registration**).

***ATTENTION—PLEASE NOTE:**

IN ADDITION TO THE REQUIREMENTS LISTED ABOVE FOR BOTH “HOMEOWNERS” AND “NON-HOMEOWNERS/RENTERS,” ALL PARENTS/GUARDIANS REGISTERING THEIR CHILD MUST ALSO:

- Submit the completed and **notarized “School Registration Form”** (which includes all contact information for parents/guardians).
- Submit a copy of your **valid Photo ID**.
- Submit a copy of the child’s **original Birth Certificate**.
- *Submit the original and current **“Physical and Immunization Forms”** from your child’s pediatrician. Must be current and not more than one year old from the date of your child’s birthday.
- *Submit a completed **“Home Language Survey”**.
- *Submit a completed **“Student Racial and Ethnic Form”**.
- Include copies of your child’s most recent Report Card (-for new students transferring into the district and if applicable).

**Indicates forms that are required to be completed, which can be found within the online Registration packet provided at elmontschools.org.*

PLEASE NOTE: ALL REGISTRATIONS MUST FIRST BE COMPLETED ONLINE. Registration can be completed by going to elmontschools.org. Once completed online, documents should be printed, signed, and/or notarized, as indicated in the above listed requirements for Homeowners and Non-Owners. Please come with copies of documents as indicated. Due to health restrictions and safety guidelines, we will be unable to provide copies during the Registration process.

Completion of the Registration requires BOTH “online” submission of information AND the completion of a “hard-copy” of the Registration packet. This packet is available to you to print online, or you may pick-up a “hard-copy” of the documents at: 1735 Hempstead Turnpike (Elmont, NY) on Mondays-Fridays from 9:00 AM to 3:30 PM.

Once the online requirements are submitted, the “hard-copy” document is completed, and you have secured all other required documentation as indicated in the above sections, please call (516) 326-5580 X.42247 to schedule an appointment to submit your documents to the Registrar.

DUE TO HEALTH CONCERNS, NO “WALK-INS” WILL BE SEEN TO SUBMIT DOCUMENTS WITHOUT AN APPOINTMENT.

Should you have any additional questions, you may email: registration@elmontschools.org

...WE LOOK FORWARD TO WORKING WITH YOU AND YOUR FAMILY!