

REGISTRATION INSTRUCTIONS FOR PARENTS/GUARDIANS SEEKING TO REGISTER A STUDENT IN THE HEMPSTEAD PUBLIC SCHOOLS

Central Registration Office
15 East Marshall Street
Hempstead, NY 11550
(516) 434-4160

Hours of Operation:
Monday, Tuesday, Thursday, Friday
8:30 a.m. – 11:30 a.m.
12:30 p.m. – 3:00 p.m.
Wednesday
8:30 a.m. – 12:00 p.m.

These instructions should provide you with an understanding of the registration and enrollment process at the Hempstead Union Free School District.

Prior to arriving at the Central Registration Office, please refer to this *checklist* to ensure that you have the proper documentation to start the registration process. The first person you will encounter at the Central Registration Building is a security aide who will ask 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 this time you will be directed to the appropriate office.

When you arrive in the Registration Office, a staff member will introduce himself/herself and ask you the purpose of your visit. If you cannot speak English and the District employee who makes first contact you in the Registration Office does not speak your language, the District employee will seek assistance from another District employee to assist you.

The District employee will answer any questions that you may have about the registration and enrollment process. If you are coming in to register a child, the District employee will take all of your documents and information to aid in the registration process.

These documents include:

A. 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 of these documents 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. If a passport is not

available, the District will consider other documentary or recorded evidence in existence for at least two years to determine a child's age. Other evidence may include, but not be limited to, the following:

- (1) Official driver's license;
- (2) State or other government-issued identification;
- (3) School photo identification with date of birth;
- (4) Consulate identification card;
- (5) Hospital or health records;
- (6) Military dependent identification card;
- (7) Documents issued by federal, State or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement);
- (8) Court orders or other court-issued documents;
- (9) Native American tribal document; or
- (10) Records from non-profit international aid agencies and voluntary agencies.

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 Central Registration office within 3 days of starting your Registration process.

B. Proof of District Residency

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

1. Owners may provide:

A mortgage or closing statement, or a deed or tax bill to prove ownership, or a notarized [*homeowner affidavit*](#), 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
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents

- DSS Declaration
- Documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)
- State or other Government issued identification
- Other original documents evidencing residency

2. Tenants may provide:

A landlord statement, or a notarized residency affidavit, or a notarized rent receipt or notarized lease, 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
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)
- 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 Central Registration office within 3 days of starting your Registration process.

3. 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
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student.
- Documents issued by federal, state or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement)

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 maintained in the student's file.

C. Immunization

New York State Law Section 2164 requires certain immunizations (shots) 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 immunization with you at the time of registration.

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

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS 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 (chickenpox), 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 days of registration, unless the student is transferring from out-of-state or from another country and can show a good faith effort to get the necessary certification or other evidence of immunization. In such cases, the time to submit evidence of immunization may be extended to not more than thirty days from the date of registration. The failure to provide a record of immunization shall not delay initial registration and/or initial enrollment.

D. Placement Records

Elementary students require a transfer card, or report card. Special Education Students require a copy of the IEP (Individual Educational Program). Secondary students require a transcript of grades and courses completed. The District will assist in verifying the student's placement records, even if said records are in a foreign language or originate from a foreign country.

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

If the student requires testing for English proficiency or any other testing, the District employee at the time of registration 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 visit with the nurse and the testing is completed, three copies of all documents will be made, two copies of the documents will be provided back to you. Please bring these documents with you when you go to the student's new school.

You will then be told where and how to get to the student's school. The District employee will place a telephone call to the District school where the student is going to attend. The District employee at the Registration Office will speak with the building Principal's secretary to let the school know that the student is now registered for that school.

**ONCE YOU HAVE COMPLETED THE PROCESS AT CENTRAL REGISTRATION,
YOU MUST THEN TRAVEL TO THE CHILD'S SCHOOL TO COMPLETE THE
REGISTRATION AND ENROLLMENT PROCESS**

Once you arrive at the student's new school, you will first be met with by a security aide at the school. The security aide will direct you to the Principal's office and the nurse's office to drop off all paperwork received from Registration.

At the Principal's office, you will likely meet the school Principal. The Principal or someone in his office will then bring the student into his/her classroom (Elementary) and begin the learning process or into the Guidance Office (Secondary) so the student can have a class schedule created.

Once that process is completed, the student is both registered and enrolled in the Hempstead School District to begin the learning process.

E. APPEALS FROM A REGISTRATION/ENROLLMENT DECISION

If the Board of Education or its designee makes a decision to reject your application for registration or terminate your enrollment in the Hempstead Union Free School District you have the right to appeal that decision. You have 30 days from the date of the decision to appeal pursuant to Education Law Section 310. For more detailed information please refer to the New York State Education Department website at <http://www.counsel.nysed.gov/appeals/general>.

F. COMPLAINTS CONCERNING REGISTRATION AND ENROLLMENT CAN BE SENT TO:

Office of the New York State Attorney General
Civil Rights Bureau
120 Broadway, 23rd Floor
New York, New York 10271
Telephone: [\(212\) 416-8250](tel:(212)416-8250) or [\(800\) 771-7755](tel:(800)771-7755)
Fax: [\(212\) 416-8074](tel:(212)416-8074)
Email: Civil.Rights@ag.ny.gov
www.oag.state.ny.us

New York State Education Department
Office of Bilingual Education & World Languages
55 Hanson Place, Room 594
Brooklyn, NY 11217
Telephone: [\(718\) 722-2445](tel:(718)722-2445)
Email: OBEFLS@nysed.gov