SCHOOL ADMISSIONS REGULATION

The following regulations have been developed in order to regulate student enrollment within the district and to provide a mechanism to ensure that the district’s educational program and resources are provided to only those students who are legally entitled to benefit from them.

Student Registration

1. Every parent, guardian or person in custodial relationship shall complete the form entitled “School Registration Form” which will be available in the office of each school. The parent/guardian will submit the completed form, along with any other required proof to the Registrar (or designee), as outlined in this regulation.

2. The following documents, or their equivalents, as determined at the sole discretion of the Superintendent of Schools or designee, MUST be presented in order to have a student considered for enrollment within district schools:

   A. Proof of Residence: All students MUST meet legal residence eligibility criteria in order to be considered for registration. These criteria are listed in the policy.

      OWNER
      • Original house deed and mortgage statement (current) or tax bill (most recent)

      PLUS one of the following:
      • LIPA bill, water bill, cable bill, telephone bill, bank statement, homeowner’s insurance policy, or the following three proofs: driver’s license, registration and insurance card.

      PLUS
      • Affidavit Form “A” attesting that the individual is the legal owner of the property.

      RENTER
      Lease or Rental Agreement

      • Lease or rental agreement
      • Affidavit Form “B”

      PLUS
      • Affidavit Form “A” (1) completed by the landlord including deed and either mortgage statement (current) or tax bill (most recent)
PLUS **two** of the following:
- LIPA bill, cable bill, telephone or cell phone bill, bank statement, renter’s insurance policy, voter’s registration card or the following **three proofs**: driver’s license, registration and insurance card.

**No Lease or Rental Agreement**

- Affidavit Form “B”

PLUS
- Affidavit Form A(1) completed by the landlord including deed and either mortgage statement (current) or tax bill (most recent).

PLUS **two** of the following:
- LIPA bill, cable bill, telephone bill, bank statement, renter’s insurance policy, voter’s registration card or the following three proofs: driver’s license, registration and insurance card

PLUS **two** of the following:
- Social Services check
- Social Services correspondence
- Credit card bill
- Pay stub
- Health insurance documentation
- Current W-2 Form from employer
- Driver’s license, registration and insurance card

**NON OWNER/NON RENTER**

- Affidavit Form (B)

PLUS **Three** of the following:
- Bank statement
- Voter’s registration card
- Social Services check
- Social Services correspondence
- Credit card bill
- Pay stub
- Health insurance documentation
- Driver’s license, registration and insurance card
PLUS

- Affidavit Form A(1) completed by the landlord including deed and either mortgage statement (current) or tax bill (most recent)

Three ORIGINAL forms of proof from among only those listed MUST be presented to the Register. The Register will photocopy the documents for school records and will return the original to the parent. Photocopies presented by the parent WILL NOT be accepted as valid proof of residency. Any exceptions to the above shall be at the discretion of the Superintendent or designee.

B. **Proof of Birth:** ORIGINAL documentation from among only those listed below MUST be presented. The Registrar will photocopy the documents for school records and will return the original to the parent. Photocopies presented by the parent WILL NOT be accepted as valid proof of birth:

1. Birth Certificate
2. Passport
3. Baptismal Certificate

C. **Proof of Parental Relationship:** Original documentation from only those listed below MUST be presented to the Registrar. The Registrar will photocopy the documents for school records and will return the originals to the parent. Photocopies presented by the person registering the child WILL NOT be accepted as valid proof of Parental Relationship:

1. Birth Certificate indicating parent(s) names along with parents’ photo I.D.
2. Baptismal Certificate indicating parent(s) names along with parents’ photo I.D.
3. Duly executed Court documents indicating Legal Guardianship, along with the Legal Guardian’s photo I.D.
4. Duly executed Adoption documents along with the adoptive parent’s photo I.D.
5. Duly executed Court Custody documents along with Custodian’s photo I.D.

D. **Proof of Immunization:** All students must have proof of immunization as may be required by law, Commissioner’s Regulations and the Nassau County Department of Health in accordance with district policy.
E. **Verification of Residence:** The legal residence of all new registrants into the school system will be verified by the Registrar or others as deemed appropriate by the Superintendent or designee. When there is cause to suspect that a student seeking enrollment or currently amending district schools is not eligible, the district will investigate the student’s eligibility.

**Responsibility of Registrar**

The Registrar (or other designated designee) is responsible for ensuring:

1. All admissions procedures are followed.
2. All necessary information is provided correctly.
3. Proof of ownership/occupancy and substantiation of probable date of occupancy is provided.
4. An explanation of the district policy and procedure is provided to parents requesting admission.
5. There is adequate proof or affidavit as required by Board of Education policy in cases of Social Services or substitute parental relationships. All cases involving students residing with someone other than a natural parent must be referred by the Principal or his/her designee to the Superintendent or designee for review and final determination. The Registrar shall forward all required forms and relevant information to the Superintendent or designee.
6. There is adequate proof or affidavit as required by Board policy in cases involving individuals who rent or cohabit residences with other families. The registrar shall forward all required forms and relevant information to the Superintendent or designee for review and final determination.
7. Compliance with all notice provisions as required by applicable law, Commissioners Regulations or Board policy.

**Responsibility of Superintendent or Designee**

The Superintendent or designee is responsible for:

1. Reviewing and making the final determination in all cases involving students residing with someone other than a natural parent. A thorough examination shall be conducted into the underlying facts and circumstances relating to the reason why such student does not reside with his/her parents.
2. Reviewing and making the final determination in all cases involving individuals who rent or cohabit residences with other families. The Superintendent or designee is to insure that the student and parents are actually present and did not establish their residency solely for the purpose of attending district schools.
3. Reviewing and making the final determination of appeals of residency determination.

4. Insuring that all students denied admission or removed from school receive the approved district notice within two business days of the district’s determination in accordance with the Commissioner’s Regulations. In cases where students are being removed from school, ten school days advance notice shall be provided.

5. Where appropriate, referring cases requiring tuition charges to the Business Office.

**Appeals**

Decisions to deny or terminate enrollment may be appealed. Appeals must be in writing and will be timely when mailed or personally delivered within ten calendar days of receipt of the notice of exclusion. Appeals shall be directed to the Superintendent, who shall serve as the Board’s designee. The Superintendent is authorized, upon a showing of good cause, to permit continued enrollment pending a review. Upon receipt of an appeal, the Superintendent shall schedule a review at which the district shall afford the student’s parent, legal guardian or the person in parental relation to the student, as appropriate, the opportunity to submit information concerning the student’s right to attend district schools.

The decision of the Superintendent shall be in writing and a copy of same shall be provided to the parent, legal guardian or person in parental relation. Such person shall also receive notification that the district’s determination may be appealed to the Commissioner of Education in accordance with Education Law §310, within 30 days of the decision. The procedure for taking such an appeal may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York, 12234.

1st Reading June 24, 2002
2nd Reading & Adoption July 2, 2002