

HEWLETT-WOODMERE PUBLIC SCHOOLS

Registration & Attendance Office

1 Johnson Place, Rm. 209

Woodmere, New York 11598

Phone: (516) 792-4826

Fax: (516) 374-8139

Non-Resident Student Registration

Welcome to Hewlett-Woodmere Public Schools. Although your family does not reside in the Hewlett-Woodmere Union Free School District, pursuant to NYS Law, students who attend non-public schools are entitled to receive special education services from the public school district in which the non-public school is located.

In order to properly administer to your family's needs, it is necessary for you to register your child with the Hewlett-Woodmere Public Schools as a non-resident student.

In order to do so, you need to complete the forms provided by the Hewlett-Woodmere Union Free School District and present the following:

1. In accordance with direction from the New York State Education Department, the following is to be presented for each child to be registered: birth certificate or baptismal certificate. If neither is available, you may submit a current passport.
2. A document as proof of your school district of residence. You may provide any one (1) of the following documents:
 - a. Tax Bill
 - b. Deed to property
 - c. Lease / Rental Agreement
 - d. Recent utility / water bill
 - e. Voter registration card
 - f. Oil delivery bill
 - g. Bank statement
 - h. Membership documents (based on residency document)
 - i. Pay stub
 - j. Income tax form
 - k. Mortgage statement
 - l. Driver's license, learner's permit
 - m. Non-driver identification
 - n. State or other government issued identification or documents

Note: The Special Education Department must be provided with a record of immunization and a physical examination prior to a student receiving services, including evaluation. If available, it is recommended that these documents be provided at the time of registration. Forms are available from the Registration & Attendance Office or from your child's pediatrician.

If you are not able to provide the documents listed above, please request to speak with the Registrar.