

# HEWLETT-WOODMERE PUBLIC SCHOOLS

Registration & Attendance Office

1 Johnson Place, Rm. 209

Woodmere, New York 11598

Phone: (516) 792-4826 / Fax: (516) 374-8139

## Registration Information

*Hewlett-Woodmere Public Schools is pleased to welcome all new students!*

Hewlett-Woodmere Public Schools provides educational programs for students from Pre-kindergarten through Grade 12. Registration takes place throughout the year in the district's *Welcome Center* located in the Woodmere Education Center, 1 Johnson Place, Room 209, Woodmere, NY 11598.

In order to be deemed a bona fide resident (*residence is at the premises on the registration forms*) of the school district, in addition to the registration forms, the following documentation is requested to complete the registration process.

*If you are not able to present any of the documents please speak with the Registrar in order to determine what other documents may be accepted.*

1. In accordance with direction from the New York State Education Department, if available, one of the following documents must be presented as proof of age:

- . Birth Certificate
- . Baptismal Certificate

*If neither is available, a passport may be submitted. If you are not able to provide these documents, please speak with the Registrar.*

2. The parent(s) or person(s) in parental relation must present the following:

A. One of the following is required to evidence physical presence in the school district:

- Residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement.
  - . If submitting a copy of a lease, it is requested that you note your landlord's name and phone number to assist with residency verification.
- Statement, may be either sworn or unsworn, by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share the property in the school district.
- Statement by a third party establishing the parent(s)' or person(s) in parental relation's physical presence in the school district.
- The school district or the parent(s) or person(s) in parental relation may request a home visit be conducted to confirm physical presence in the school district.

B. The school district may require the parent(s) or person(s) in parental relation to provide an affidavit either:

- Indicating they are the parent(s) whom the child lawfully resides, or
  - Indicating they are the person(s) in parental relation to the child
- Note: the parent or person in parental relation may also evidence custody by submitting other documentation, including judicial custody orders, guardianship papers or a separation or divorce agreement.*

C. Additional documents chosen from the following list:

- |                                    |   |
|------------------------------------|---|
| . Pay stub                         | . Membership documents (based upon residency)                   |
| . Income tax form or tax bill      | . Driver's license, learner's permit, non-driver identification |
| . Utility or cable television bill | . State or other government issued identification               |
| . Oil delivery bill                | . Documents issues by federal, state and local agencies         |
| . Voter registration card          | . Bank or credit card statement                                 |

D. If residency was established within the past 90 days, please provide one of the following:

- . Moving bill
- . Truck rental bill
- . Furniture delivery bill

*Note: the school district or the parent(s) or person(s) in parental relation may request a home visit be conducted to confirm physical presence in the school district.*

E. Confirmation of Residency form.

3. Proof of Immunization and Physical Examination

If not provided at the time of enrollment, in order to remain in attendance students must evidence they are in compliance with New York State physical examination and immunizations requirements. Information about New York State physical examination and immunization requirements is included in the registration packet.

**Requirements for Student Age & Residency:**

The Hewlett-Woodmere Union Free School District's requirements for student age and residency may be found in the following Board of Education Policies, which are available on the school district website, [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net), as well as in the Office of Curriculum & Instruction, 1 Johnson Place, Rm. 305, Woodmere, New York 11598:

**Policy 5150 / Initial Entrance and Placement in District 14 Schools**  
**Policy 5152 / Non-Resident Students**

**Instructions & Registration Process**

Registration forms and documents are to be submitted to:

Hewlett-Woodmere Public Schools  
Registration & Attendance Office  
1 Johnson Place, Rm. 209  
Woodmere, New York 11598  
Phone: (516) 792-4826 / Fax: (516) 374-8139

Registration forms and documents are reviewed by the Registrar and upon approval, the student is enrolled. Upon enrollment, the registration forms and documents are forwarded to the school the child will be attending. The school will then contact the parent concerning placement. Depending upon the student's grade of entry, the school may arrange for a screening to facilitate class placement or schedule an appointment with a guidance counselor to develop a class schedule. The Transportation Office will issue a bus pass if the student is eligible for transportation.

The school district will act to enroll students and begin attendance on a next day basis or as soon as is practicable. Within three business days of enrollment, the Registration & Attendance Office will review the documentation submitted and make a determination as to the student's entitlement to attend the Hewlett-Woodmere Public Schools. Parent(s) or person(s) in parental relations will be contacted by the Registration & Attendance Office in the event there is a need for additional information and/or documentation.

Registration forms are available on the school district website at [www.hewlett-woodmere.net](http://www.hewlett-woodmere.net). Once you reach the Hewlett-Woodmere Public Schools website, select 'Services' and 'Registration'.

Please feel free to contact the Registration Office with any questions you may have or to request that forms be mailed to you.