



SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT
60 Weston Street, Huntington Station, NY 11746

ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES

April E. Poprilo
apoprilo@shufsd.org

CENTRAL REGISTRATION
Genesis Saldana
gsaldana@shufsd.org

Office: (631) 812-3180
Fax: (631) 812-3185

**REGISTRATION PROCEDURES
FOR PARENTS* AND GUARDIANS**

(*All references to the term "parent" refer to both parents and to persons in parental relation to the child.)

REQUIRED REGISTRATION DOCUMENTS FOR ALL STUDENTS:

1. **Proof of age:** Examples of acceptable forms of documentation include, but are not limited to a **birth certificate, baptismal record, or passport** (including a foreign passport)
2. Complete and updated **Immunization Record** signed or stamped by your M.D. (14 days to submit)
3. Three of the following documents to verify residency (additional proofs may be accepted at the discretion of the Assistant Superintendent):

- | | |
|--|--|
| <input type="checkbox"/> Current month's telephone bill in your name | <input type="checkbox"/> Payroll Stub |
| <input type="checkbox"/> Current month's cable bill in your name | <input type="checkbox"/> Current PSEG bill in your name |
| <input type="checkbox"/> Voter registration documents | <input type="checkbox"/> State or government issued identification |
| <input type="checkbox"/> Current bank statement in your name | <input type="checkbox"/> Official driver's license, learner's permit, or non-driver identification |
| <input type="checkbox"/> Documents issued by federal, state, or local agencies such as the local social service agency or the Office of Refugee Resettlement | <input type="checkbox"/> Evidence of child custody, including judicial custody orders or guardianship papers |

NOTICE: Families who are homeless have certain rights under Federal Law. The District has a liaison assigned to assist families transitioning into the district.

Mrs. Ventura Trent, **Homeless Liaison**, (631) 812-3162 / vtrent@shufsd.org

IF YOU OWN A HOME OR HAVE A LEASE you will need the following **in addition to the required registration documents** (Proof of Age, Immunization and Residency Proofs):

- ☐ This month's Mortgage Statement, Deed, current Tax Bill or current Lease Agreement in your name signed by you and your Landlord.

IF YOU DO NOT OWN A HOME OR HAVE A LEASE Please see the requirements on the following page.

IF YOU DO NOT OWN A HOME OR HAVE A LEASE and you are renting an apartment, room, private home or living with a relative or friend, you will need the following in addition to the required registration documents (Proof of Age, Immunization and Residency Proofs):

Parent/Guardian:

- ☐ A notarized affidavit (Parent's Statement) issued by the South Huntington School District (available in this packet, on our website, or at the District Office) completed by the parent stating their legal address

Owner/Lessee

- ☐ A notarized affidavit (Owner/Lessee Statement) issued by the South Huntington School District (available in this packet, on our website, or at the District Office) and completed by the owner/tenant stating that you live there. (If one is not available, a third party affidavit is acceptable.)

GRADES 7, 8, 9: Please provide the most recent report card, if available.

GRADES 10, 11, 12: Please provide the most recent high school transcript, if available.

STUDENTS WITH SPECIAL EDUCATION NEEDS:

1. Students transitioning from CPSE who receive services as a preschooler **must** register for kindergarten.
 - a. Submit required registration documents with three proofs of residency.
 - b. Provide a copy of the current Individualized Education Plan (IEP). The former school district can supply you with a copy.

SPECIAL CIRCUMSTANCES REGARDING REGISTRATION:

1. **Guardianship:**

A copy of the Court Document granting guardianship should be provided along with the proof of residency.

2. **Custody:**

- a. A copy of the Court Document granting custody should be provided along with proof of residency.
- b. If a child is not living with his/her parent and there are no legal papers, a Parental Affidavit and Custodial Affidavit issued by the South Huntington School District (available at the District Office/Student Services Office) must be completed.

These affidavits need to be notarized.

3. **Emancipation, Homeless, Court Placement:**

Court Orders, Emancipation documents, or Certified Agency documents should be provided to the registration secretary.

4. **Foster Care:**

Department of Social Services (DSS) Form 2999 must be submitted from the Governing Agency to Central Registration. The Foster Parent with their proof of residency will need to attend along with the Agency Representative.

5. **Adoption:**

If the Birth Certificate is not in the name of the parent, the adoption papers must be provided along with proof of residency.

NOTE: The school district is prohibited by law from voluntarily handing over any information received during registration to any other agency. The South Huntington School District follows registration procedures that are in accordance with the laws of the New York State and the Board of Education Policies.