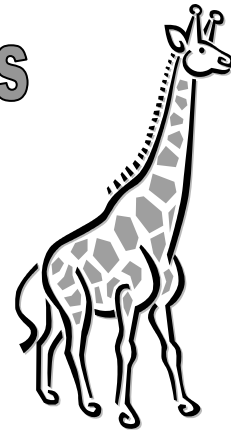


Great Neck Public Schools

Office of Registration and Attendance
345 Lakeville Road
Great Neck, NY 11020
(516) 441-4080



Dear Parent/Guardian:

Congratulations! Your son/daughter, born between December 2, 2013 and December 1, 2014, is eligible to attend **pre-kindergarten** next year. What a happy and exciting time for you and your child! Our staff will be there to guide you through every step of the registration process to help make it as easy and comfortable as possible.

If your child will attend the Universal Pre-Kindergarten program at the Great Neck Public Schools, you will need to come to the Registration Office at the above address during the designated registration period, **November 28 through December 8, 2017**. Please arrange to come in according to the following schedule:

Last Name Starts With:

A – F
G – K
L – O
P – T
U – Z

Dates

11/27, 28
11/29, 30
12/01, 04
12/05, 06
12/07, 08

Our office is open Monday through Friday, 8:30 to 3:30, and no appointment is needed. No placements will be made until the close of the registration period. Therefore, in order for us to best accommodate everyone, we ask that you come on your designated days, no later than one half hour before closing time. Please bring with you the following required documentation:

1. **Lease, deed or closing statement, and three pieces of official, current mail dated within the prior thirty days No on-line mail accepted**
2. **Child's original birth certificate (translated if it is in a language other than English)**
3. **Child's immunization record, signed and stamped by a physician**
4. **Parent's/guardian's photo I.D.**
5. **Custody Agreement, if applicable**

You will also need to have completed all the registration forms before coming in to register your child. Incomplete applications will not be accepted. However, the *Health Care Provider Exam Form* and the *Dental Health Report Form* can be completed and returned to your child's school by the second week of school.

Please do not hesitate to call if you have any questions. You can also find information regarding registration, as well as all of our forms, on the district website at greatneck.k12.ny.us. Our department can be found under Services, or you can check the Forms section. We look forward to meeting you soon so that we may welcome you in person to the Great Neck Public Schools.

Very truly yours,

Catherine Davidson
District Registrar