

GREAT NECK PUBLIC SCHOOLS

345 Lakeville Road
Great Neck, New York 11020

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FAX (516) 441-4928

**Office of Registration and Attendance
Catherine Davidson, District Registrar**

January 2017

Dear Parent/Guardian:

Enclosed you will find a Check List and Residency Certification, both of which should be completed and returned to your child's Middle School along with your residency documentation. You can choose to provide this information through the mail or in person. In an effort to make the process more convenient this year, we have added the option of using email to the appropriate school contact person listed below. **Your child will not be provided with a 9th grade program schedule should you fail to update your district residency by the required deadline.**

If you own your home, you will need to provide a copy of either your deed or current tax bill. Owners of co-op apartments will need to submit a copy of your proprietary lease. If you rent or lease a house or apartment, or live with relatives, you will need to provide either a copy of your current lease or residency affidavits. These affidavits must be signed and notarized, and can be found on our website under Registration Forms. Please note that an expired lease is unacceptable.

Everyone must submit two pieces of current mail which has to be dated within the past 30 days. On-line mail is unacceptable, as is junk mail. In addition, you must return the signed and notarized Residency Certification. For your convenience, a notary will be available at each Middle School on the following dates: Tuesday, January 31 & Wednesday, February 1 from 8:00 a.m to 10:30 a.m. and Thursday, February 2 from 12 – 3:00 p.m. to 4:00 p.m. Otherwise, you can get the Residency Certification notarized at your local bank or public library, or any other place of your choosing.

We look forward to each family's timely compliance with this residency verification request. Please make sure your documentation is sent in to your child's school by February 17, 2017. **Remember, your child will not receive their 9th grade program schedule until your residency verification is complete.**

Yours truly,

Catherine Davidson

Catherine Davidson
District Registrar

North Middle School
77 Polo Road
Great Neck, NY 11023
Contact: Arlene Blitz
Phone: 441-4506
Email: ablitz@greatneck.k12.ny.us

South Middle School
349 Lakeville Road
Great Neck, NY 11020
Contact: Audrey Rudin
Phone: 441-4615
Email: arudin@greatneck.k12.ny.us