

GREAT NECK PUBLIC SCHOOLS
Phipps Administration Building
Office of Registration
345 Lakeville Road
Great Neck, NY 11020
(516) 441-4080

WELCOME TO THE GREAT NECK SCHOOL DISTRICT

REGISTRATION REQUIREMENTS

You must reside in the District in order to register your child for school. Registration takes place in the Office of Registration and Attendance, Phipps Administration Building, any school day between 8:30 a.m. and 4:00 p.m. Special registration periods are held for Pre-Kindergarten and Kindergarten. At the time of registration, parents **must** bring the following:

- Proof of residency (see below)
- Child's original birth certificate (if foreign born, translated into English)
- Child's up-to-date immunization records signed and stamped by physician
- Photo ID of parent/guardian registering child
- If transfer student, copy of IEP if applicable
- If parents divorced, Family Court or Divorce Agreement naming registering parent as custodial parent or having physical custody, or signed and notarized affidavits obtained from our office

Residents are required to complete a signed, notarized Certification of Residency, available in our office or online.

These documents **must** be presented at the time of registration.

In the event the family is not able to present the required documentation, an appointment may be requested with the supervisor to determine what other documents will be acceptable to register a child in school.

Acceptable Proofs of Residency

The following items are acceptable proofs of residency in the Great Neck School District:

Deed, closing statement, or tax statement if you own a home; proprietary lease (for co-op); current lease, rental statement/agreement, or affidavits of residency (obtained from this office or online) signed and notarized

AND

any three (3) of the following (dated current or past month only) - please note we will accept either Gas or Electric Bill, not both:

Water Bill	Mortgage Statement/Payment Booklet
Electric Bill or Gas Bill	D.S.S. Correspondence
Automobile Registration	Social Security Correspondence
Telephone Bill	Unemployment Correspondence
IRS Correspondence	Foster Care Agency Letter
Credit Card Statements	Mailed Bank Statement
Cell Phone Bill	Tax Bill
Cablevision or Satellite Bill	Home/Tenant/Car/Life/Health Insurance
Federal/State Mail with Address	Stamped Post Office Change of Address Form
Pay Stub with Current Address	Voter Registration
Oil Delivery Bill	

Proof of residency addressed to a P.O. Box number is not acceptable, nor is on-line mail. If the deed or lease is not in your name, you must obtain affidavits from this office in addition to 3 of the most recent items listed above.