



## HERRICKS UNION FREE SCHOOL DISTRICT

Welcome to the Herricks Union Free School District. In order to safeguard the health of your child/children, to place your child/children in the most appropriate program, and to conform to New York State law and District Policy, we will need certain information and records. In order to complete the enrollment process, this information and the School District's registration packet must be completed and submitted to the School District's Administration Building (District Registrar). The registration packet may be obtained from the School District's Administration Building. If you need further assistance, please contact the District's Registrar's Office at 516-305-8987.

These documents must be submitted at the time of registration or within three (3) days of enrollment in order for the District to make a timely determination as to the student's entitlement to attend the Herricks Union Free School District.

1. **Documentation of age** – In order to determine, for instance, the programming needs of your child/children, you will need to demonstrate proof of age by providing one of the following:
  - a. An original or certified transcript of a birth certificate or record of baptism (including an original or certified transcript of a foreign birth certificate or record of baptism) giving the date of birth; or
  - b. Passport (including foreign passport) giving the date of birth

If none of the above-mentioned documents are available, the School District may consider other documentary or recorded evidence in existence for two or more years, except an affidavit of age. One or more of these documents may be necessary and consist of the following:

- Official driver's license
- State or other government issued identification
- School photo identification with date of birth
- Consulate identification card
- Hospital or health records
- Military dependent identification card
- Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)
- Court orders or other court-issued documents
- Native American tribal document
- Records from non-profit international aid agencies and voluntary agencies
- **Note:** The School District shall have the responsibility to verify the records if necessary.

2. **Proof of Residency** – According to New York State Education Law, to attend the schools of the District you must reside at an address within the School District's geographical boundaries. Residency in this context means domicile and requires both physical presence as an inhabitant and the intention to reside within the District. As such, the District requires the submission of documentation and/or information that establishes the physical presence of you, as the parent or guardian, and your child/children.

Please be advised that within three (3) business days of the initial enrollment of your child/children, the School District will consider all documentation submitted by you and make a determination as to your residency and the right of your child/children to attend school on a tuition free basis. **Your failure to submit the required documentation and prove you are a resident of the School District within the three day time period will result in the exclusion of your child/children from the School District.**

**Proof of residency is required.** To establish your residency you must provide sufficient proof that you reside in the School District. Examples of proof of residence, include, but are not limited to:

- *Proof of ownership of a house or condominium, such as a deed or mortgage statement and tax bill*
- *Copy of a residential lease with a sworn statement by a third-party landlord, or owner from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district. The sworn statement from the third-party landlord or owner must include proof of ownership of the property.*
- *Any other sworn statement by a third-party establishing the parent(s) or person(s) in parental relation's physical presence in the School District*
- *Pay stub which includes an address*
- *Income tax document(s) that show an address*
- *Utility bill or other bills (e.g., power company, cable, National Grid, etc.)*
- *Membership documents that are based upon residency*
- *Voter registration document(s)*
- *Official driver's license, learner's permit or non-driver identification*
- *Documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)*
- *Evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers*
- *Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District*

The School District reserves the right to differentiate the weight given to each piece of documentation submitted. As an applicant, you should submit documentation that is most likely to prove your residency within the School District.

If you have any questions regarding the fulfillment of the School District's residency requirements or are homeless, please contact the District Registrar.

Please be advised that should a copy of a residential lease with a sworn statement by a third party landlord or owner including proof of ownership of the property, as indicated above, be provided to the School District, the parent or guardian must submit an updated lease with a sworn statement including proof of ownership of the property on a yearly basis in order to maintain residency within the Herricks Union Free School District.

3. Please complete the **Herricks Union Free School District Registration Form**.
4. **School Records** – All records from the school the student is currently enrolled (i.e. student report cards and/or transcript, NYS test results, and special education IEP or 504 accommodation plan, if applicable). Receipt of such records is not required as a prerequisite for enrollment. However, to facilitate the proper placement of your child, please provide us with such records as soon as possible.
5. **Health Examination** – Proof of a satisfactory health examination conducted by a physician, physician assistant, or nurse practitioner licensed in New York, upon first entering the District, and upon entering prekindergarten, kindergarten, and the second, fourth, and seventh grades. To be acceptable, such examination must have been conducted no more than 12 months before the first day of school. A Student Health Examination Form is included in the registration packet.
6. **Dental Health Certificate** (Optional) – The District requests that you submit a dental health certificate for your child/children upon first entering the District, and upon entering prekindergarten, kindergarten, and the second, fourth, and seventh grades. A Dental Health Certificate is included in the registration packet.

7. **Immunizations** – Proof of immunization in accordance with the age-appropriate schedule recommended by the Advisory Committee for Immunization Practice (ACIP). The school nurse will review and approve immunization records prior to enrollment of new students. No child may be admitted to, or allowed to attend, school for more than fourteen (14) days without acceptable evidence of immunization. This fourteen (14) day period may be extended, on a case-by-case basis, to thirty (30) days when a student has transferred from another state or country.
8. **Administration of Medication at School** – If it is necessary for a student to take medication in school, both the parent and physician must sign a written request which specifies the diagnosis, name of medication, dosage, frequency to be given in school, and possible side effects. These forms can be obtained in the Health Office. Medications should be delivered by the parent in the original container to the School Nurse. This includes over the counter medication.
9. **Students taking Prescribed Medication at Home** – The School District also requires that a parent notify the Health Office any time a student is on prescription medication, even if the medication is only being taken at home. It is beneficial to the School District to know the name of the medication in the event that the student suffers from side effects during the school day.
10. **Parent(s)/Guardian(s) shall provide proper proof of parental relationship** – The School District may require the parent(s) or person(s) in parental relation to provide the School District with an affidavit either: (1) indicating that they are the parent(s) with whom the child/children lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child/children, over whom they have total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise. Parent and custodial affidavits will generally be required; however, in circumstances where a parent affidavit cannot be obtained (e.g. parent is outside of the country or otherwise incapacitated), a custodial affidavit may suffice, subject to review of the documentation and information provided during the enrollment process. The School District may also accept other proof, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency. The District may not require the submission of a judicial custody order or an order of guardianship as a condition of enrollment. Please contact the District Registrar for additional information.
11. Please contact the School District's Registrar's Office at 516-305-8987 to set up an appointment to enroll the student(s). The District's Administration Building is located at 999-B Herricks Road, New Hyde Park, New York 11040.

**PLEASE BE ADVISED** that in order for your child/children to attend the Herricks Union Free School District, you must be a resident of the District.

If the District determines at any time that you are not a resident of the District, your child/children will be excluded from the District. Further, you will be liable to the District for payment of tuition from their date of enrollment through their date of exclusion, as well as the costs of collection.