

HUNTINGTON UNION FREE SCHOOL DISTRICT

Registration Hours: 9:00-2:00pm
50 Tower Street, Huntington Station, 11746

Welcome to the Huntington Union Free School District! When a child's parent(s), the person(s) in parental relation to the child, or the child, as appropriate, requests enrollment in the District, such child shall be enrolled and shall begin attendance in school on the next school day, or as soon as practicable.

Determinations as to whether a child is entitled to attend District schools shall be made by the District on the basis of the documentation and statements provided to the District, in accordance with applicable law and District policy.

A meeting with the child's parent(s), person(s) in parental relation the child, or the child, as appropriate, may be held to determine whether the child is entitled to attend the schools of the District.

The District reserves its right to question whether any child is entitled to attend school in the District at any time.

If the District makes a determination that a child is not entitled to attend its schools, the parent(s), person(s) in parental relation, or child, as appropriate, will be so notified, and the child will be excluded from attendance in District schools, unless such exclusion is prohibited.

Below please find a list of all forms and supporting documents to be submitted to the District to demonstrate your child's eligibility to attend District schools. If you are unable to produce the documents listed below, please make an appointment with our registrar (call 631-673-2974).

You Should Have the Following COPIED Documents:

I. Student Information

- ☐ Copy of original birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth
 - If a birth certificate or record of baptism is not available, a passport (including a foreign passport) may be submitted to the District.
 - If a birth certificate or record of baptism and a passport (including a foreign passport) are not available, other evidence of a child's age may be submitted including, but not limited to the following documents: official driver's license; state or other government issued identification; school photo identification with date of birth; consulate identification card; hospital or other health records; military dependent identification card; documents issued by federal, state, or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement); court orders or other court-issued documents; Native American tribal document; or records from non-profit international aid agencies and voluntary agencies.
- ☐ Proof of Immunization
- ☐ Physical Exam Record within the last 12 months (Enclosed form or other)
- ☐ Academic Records – Transcript/Report Card, Transfer Form from Sending School, IEP. (Not for Kindergarten Registration)

II. Parent/Guardian Information

- ☐ Photo ID; and

If not natural parent, one of the following:

- ☐ Court Ordered Guardianship or Custody Document
- ☐ Adoption Papers
- ☐ Foster Children: Form DS 2999 from Agency
- ☐ Documentation indicating that the child resides with a sponsor with whom the child has been placed by a federal agency.

If the above-listed documents are not available, the District may require the parent(s) or person(s) in parental relation to provide an affidavit either: (1) indicating that they are the parent(s) with whom the child lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control, and describing how they obtained permanent custody and control, whether through guardianship or otherwise.

III. Proof of District Residency

Homeowner:

- ☐ Tax Bill, Mortgage Statement, House Deed or Closing Statement; and

Any three of the following:

- ☐ Current Utility Bill (water, electric, gas or cable)
- ☐ Social Service Statements
- ☐ Medical Bills
- ☐ Pay Stubs
- ☐ Credit Card Statements

Renter/Lease Holder:

- ☐ Lease Agreement signed by the property owner (Notarized) OR Property Owner Affidavit – Notarized (enclosed); and

Any three of the following:

- ☐ Current Utility Bill (water, electric, gas or cable)
- ☐ Social Service Statements
- ☐ Medical Bills,
- ☐ Pay Stubs
- ☐ Credit Card Statements

If the above-listed documents are not available, the following documents may be considered by the District:

- A statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district;
- Such other statement by a third party establishing the parent(s)' or person(s) in parental relation's physical presence in the district;
- Income Tax Form;
- Other Bills;
- Membership documents (e.g., library cards) based upon residency;
- Voter Registration Documents;
- Official driver's license, learner's permit, or non-driver identification;
- State or other government issued identification;
- Documents issued by federal, state, or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers.

(If the documents in this section are not available, the District may accept other proofs of eligibility.)

The following forms should be completed:

- ☐ Enrollment Application (One per Family)
- ☐ Ethnicity/Race Form (One per Family)
- ☐ Registration Affidavit (One per Family)
- ☐ Chapter 53 Screening Notice
- ☐ Home Language Questionnaire
- ☐ Release of Information Form
- ☐ School History Form
- ☐ Adult at Bus Stop Form (Kindergarten Only)
- ☐ Physical Exam Form with Immunization Record
- ☐ Health History Form and Health Emergency Card