



FRANKLIN SQUARE UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES: Washington Street School
760 Washington Street, Franklin Square, NY 11010-3898

FAX: (516) 505-6972

Patrick J. Manley
Superintendent of Schools
(516) 505-6975

FOUNDATION
for **SUCCESS**

Dear Parent or Guardian:

Welcome to Franklin Square! We are pleased that you have expressed an interest in registering your child for our schools. As you work with our Registrars, please know that we are anxious to complete the necessary paperwork as quickly as possible. If you'll pay careful attention to these requirements, I am certain we will be able to successfully register your child quickly. To register, please call the Registration Offices at each building listed below for an appointment.

JSS: 481-5780 ext. 3140

PSS: 352-6300 ext. 3235

WSS: 481-4100 ext. 3340

Enclosed with this letter is a registration packet for you to complete. Included in this packet is a "Physician's Medical Form" which you may bring at the time of registration. Please note that the physical exam must be dated from September 2016 or any date thereafter. Your child will be excluded from all physical activity until the "Physician's Medical Form" is completed and returned to the Central Registration Office. The School Medical Doctor will examine any child who is not seen by his/her own physician. Also included in the packet is a "Record of Immunization" form for your physician to complete. Please bring this form with you to the registration. Your child may **not** begin school until a completed "Record of Immunization" form is presented to the Registrar at your home building.

In order to register your child for school, please be sure to provide the following:

1. **Original** birth certificate
2. Proof of immunization with **physician's original signature**
(See attached sheet indicating New York State required immunizations.)
3. Proof of residency (original documents). **Current documentation must be provided.**

Students will not be registered unless proofs of residence are submitted. Since the cost to educate a child in this District is approximately \$16,451 per year, we must be certain that every child is a legal resident. The District requires proofs of residence in order to protect the taxpayers from the costs of educating non-resident students. We recognize that presenting these proofs may be somewhat bothersome, but we hope you understand the requirement is for your benefit as a new member of this community.

Warning: This District will take legal action to collect tuition charges if the student is illegally registered. Any person or persons, in addition to parents or guardians, who provide false evidence of residence will also be prosecuted. The District may investigate a student's residence by visits and other means.

You must submit one proof from each category:
(PLEASE SUBMIT ORIGINAL DOCUMENTS)

CHILD'S BIRTH – PART A

_____ Birth Certificate (original)

PARENT/GUARDIAN'S IDENTITY – PART B

_____ Driver's License
_____ Photo Identification Card
_____ Visa
_____ Valid Passport
_____ Other Photo Identification Issued by a
Government Agency

PROOF OF RESIDENCY – PART C

_____ Deed

If you are a renter, you must provide one of the following:

_____ Lease – Include a copy of Landlord Deed, Tax Bill
or Mortgage Statement

_____ Notarized Affidavits from Owner and Parent/Guardian
Include a copy of Landlord Deed, Tax Bill or Mortgage Statement

PROOF OF RESIDENCY – PART D

Current Documentation Must Be Provided

_____ Nassau County Tax Bill
_____ Mortgage Statement/Mortgage Commitment
_____ Payroll Check
_____ Utility Bill _____ Fuel Bill _____ DDS ID
_____ Any Utility Hook-up Agreement

PROOF OF PARENTAL RELATIONSHIPS AND FAMILY INFORMATION - PARTE

_____ Birth Certificate or Adoption Order
_____ Court Order Establishing Custody
_____ Foster Parent Placement Order (DSS-2999)
_____ Guardianship Documents or Court Order

Your child will not be able to attend school without receipt of all the required documents.
Should you have any questions, please contact the Registrar at your home school.

Again, I welcome you to our schools. We are very proud of all that this district represents and look forward to making you and your child a part of our educational community.

Sincerely yours,

Patrick J. Manley

Patrick J. Manley
Superintendent of Schools

PJM:cm

K-6 Registration