



# FRANKLIN SQUARE UNION FREE SCHOOL DISTRICT

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

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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 Central Registrar, 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 Central Registration Office at 481-4100 ext. 3311 for an appointment.

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 Central Registration Office.

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 Central Registrar's office at 516-481-4100 ext. 3311.

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*

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Superintendent of Schools

PJM:cm

Pre-K Registration