

DOCUMENTS NEEDED FOR REGISTRATION

Do you own your home or do you rent?

If you own your home, in order to prove residency, you must provide us with a copy of your current tax bill, current mortgage statement or deed to the property.

If you rent your home, do you have a notarized signed lease? If so, we need to have a copy of the notarized lease. In addition, one of the following is needed: copy of owner's current tax bill, current mortgage statement or deed to the property. If you do not have a notarized lease, you must have your landlord complete an Owner's Affidavit which must be notarized. Your landlord must also provide a copy of his current tax bill or current mortgage statement to be submitted with the Owner's Affidavit.

We also need a copy of a utility bill (LIPA, National Grid, Cablevision, Direct TV, Phone Bill, and Bank Statement) in your name at that address. These documents are proof of residency.

In addition, we need the following documents to register your child:

**ORIGINAL BIRTH CERTIFICATE (DO NOT LEAVE ORIGINAL WE CAN MAKE A COPY)
IMMUNIZATION RECORDS WITH DOCTOR'S STAMP
PREVIOUS SCHOOL RECORDS
SPECIAL EDUCATION RECORDS – IF APPLICABLE
LEGAL GUARDIANSHIP PAPERS – IF APPLICABLE**

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