



## Central Registration

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Michael P. Nagler, Ed.D., Superintendent of Schools

Michelle Rescigno, District Registrar

### ***WELCOME TO MINEOLA PUBLIC SCHOOLS***

#### **REGISTRATION REQUIREMENTS**

In-person registration takes place at our Central Office or you may email the completed packet with supporting documents to Michelle Rescigno. All students **MUST** be registered by a parent or guardian and the following must be provided:

- Parent/Guardian photo ID or driver's license
- Proof of residency (see below)
- Child's birth certificate (**if foreign born, translated into English**)
- Child's up-to-date immunization records & most recent physical signed and stamped by physician
- If parents are divorced, Family Court or Divorce Agreement naming registering parent as custodial parent or having physical custody
- If transferring from another school, last report card is needed

These documents **MUST** be presented at the time of registration or the registration will **NOT** be accepted. If the required documents are not presented, an appointment may be requested with the supervisor to determine what other documents may be acceptable to register a child in school.

#### **Acceptable Proofs of Residency**

The following items are acceptable proofs of residency in the Mineola Public School District:

*if you own: a Deed, closing statement, mortgage statement or property tax bill; for a co-op: a proprietary lease or a current maintenance bill; if you rent: a current lease, rental statement/agreement (cannot be month to month), or affidavits of residency (three forms provided by the registrar) signed and notarized.*

**\*\*\*AND\*\*\***

*Any three (3) of the following (dated current or past month only, name of parent/guardian and residency address):*

Water Bill	Mortgage Statement/Payment Booklet
Electric Bill	D.S.S. Correspondence
Gas Bill	Social Security Correspondence
Telephone Bill	Unemployment Correspondence
IRS Correspondence	Foster Care Agency Letter
Credit Card Statements	Mailed Bank Statement
Cell Phone Bill	Tax Bill
Cablevision or Satellite Bill	Home/Tenant/Life/Health Insurance
Federal/State Mail with Address	Stamped Post Office Change of Address Form
Pay Stub with Current Address	Voter Registration
Oil Delivery Bill	Medical Insurance

**\*\*Once you have completed the forms and have all your documents gathered, you can either schedule for an in-person appointment or you can email all of your paperwork to Michelle Rescigno\*\***

*Proof of residency addressed to a P.O. Box number is NOT acceptable. If the deed or lease is not in your name, you must obtain affidavits from this office in addition to 3 of the most recent items listed above.*

**PLEASE NOTE THAT THE SCHOOL DISTRICT RETAINS THE RIGHT TO TEMPORARILY DELAY COMPLETION OF THIS REGISTRATION PENDING EVALUATION OF THE INFORMATION PRESENTED IN ANY PORTION OF YOUR REGISTRATION MATERIAL**

*The mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.*