

**Valley Stream UFSD Twenty- Four
William L. Buck School
75 Horton Avenue
Valley Stream, NY 11581**

Dr. Edward M. Fale
SUPERINTENDENT OF SCHOOLS

Newville Roberts
RESIDENCY OFFICER
516-872-5694

ALL NECESSARY FORMS MUST BE RETURNED IN PERSON TO THE VSCHSD RESIDENCY OFFICE. (872-5694)

REGISTRATION INSTRUCTIONS

IF YOU ARE THE CHILD'S NATURAL PARENT, GUARDIAN OR CUSTODIAN:

The following documents are required to be presented at the time of registration, along with proper forms:

1. Child's **ORIGINAL** or **CERTIFIED** transcript of a birth certificate or record of baptism giving the date of birth. This includes documents from foreign countries. If neither is available, a passport (including a foreign passport) is acceptable. If none of the above is available, then other documentary evidence may be considered.
2. Certificate of immunization signed by a physician or health facility;
3. **IF YOU OWN A HOME**, your **ORIGINAL** house deed, your current mortgage statement or current realty tax receipt **AND** one of the following: other forms of documentation and/or information establishing a physical presence in the District, which may include, but not be limited to, pay stub, income tax form, utility or other bills, membership documents based on residency, voter registration documents, official driver's license, learner's permit or non-driver's identification, state or other governmental issued identification, or other documents issued by federal, state or local agencies. **Forms "A" and "B" must be attached.**
4. **IF YOU ARE RENTING OR LEASING** an apartment or home, submit your lease or rental agreement and completed **Affidavit Form "C."** Provide the school with **TWO ORIGINALS** of the following: other forms of documentation or information establishing a physical presence in the District, which may include, but not be limited to, pay stub, income tax form, utility or other bills, membership documents based on residency, voter registration documents, official driver's license, learner's permit or non-driver's identification, state or other governmental issued identification, documents issued by federal, state or local agencies. Your landlord **MUST** complete **Form "B"** and submit required proof of ownership as listed in item #3 above.
5. **IF YOU ARE RENTING, BUT DO NOT HAVE A WRITTEN RENTAL OR LEASE AGREEMENT**, or are otherwise residing in a District resident's home, complete **Affidavit Form "C," PLUS** two additional proofs of residency from item 4. Have your landlord complete **Form "B"** and submit required proofs of ownership, as listed in item #3 above.
6. **ALL** residency affidavits **MUST** be notarized.
7. Parent, guardian or custodian **MUST** produce a **VALID** photo ID.
8. Immediately upon admission to school, you will be required to submit a copy of the student's last report card. Children receiving Special Education Services will be required to provide the latest IEP.
9. It is not necessary to bring your child to registration. If possible, please have the children stay elsewhere.
10. The Homeless Liaison will facilitate and expedite all registrations for eligible families and students residing in housing that is not fixed, regular and adequate.

11. All foster parents must present a placement letter from the agency, indicating the foster parent's name plus date of birth and grade of each student to be registered. The agency must also include health history, including the dates of mandatory immunizations of each student, and DSS-2999 form with CIN/Medicaid number, ACS or SOO number for each student.

IF YOU ARE CHILD'S GUARDIAN OR CUSTODIAN, YOU MUST COMPLETE AFFIDAVIT FORM "D."

ALL REGISTRATION PACKETS MUST INCLUDE COMPLETED FORMS "A" AND "B."

We thank you for your cooperation in making the registration a smooth process for all involved.

Revised 12/15

**VALLEY STREAM UFSD TWENTY-FOUR
Registration Information**

FORM A

<u>Office Use Only</u>
School _____ ID# _____ RM# _____ Dem. _____

WARNING: ANY PERSON OR PERSONS, WHO PROVIDE WILLFULLY FALSE INFORMATION REGARDING RESIDENCY WILL BE-SUBJECT TO CRIMINAL PENALTIES. A FALSE STATEMENT REGARDING RESIDENCY OR ENTITLEMENT TO A TUITION FREE EDUCATION FROM THE DISTRICT IS PUNISHABLE AS A CLASS A MISDEMEANOR. IN ADDITION, IT IS DETERMINED THAT A REGISTRANT'S CHILD RESIDES OUTSIDE OF THE DISTRICT, THE DISTRICT MAY TAKE LEGAL ACTION TO COLLECT TUITION CHARGES. WHICH EXCEED \$12,000 PER YEAR IF THE STUDENT IS NOT LEGALLY ENTITLED TO RECEIVE A TUITION FREE EDUCATION FROM THE DISTRICT? THE DISTRICT RESERVES THE RIGHT TO INVESTIGATE ANY STUDENT'S RESIDENCY BY ANY AVAILABLE LEGAL MEANS INCLUDING, BUT NOT LIMITED TO, PUBLIC RECORDS, SITE VISITS AND OTHER LAWFUL METHODS OF INVESTIGATION.

Pupil's Name _____ **Date of Birth** _____

Age ____ **Grade** ____ **Gender** ____ **Language(s) Spoken** _____

Present Address _____ **Own/Rent** _____

Phone Number _____ **Homeless** Yes/No

Child Resides With both parents mother only father only guardian
 foster parent custodial agreement on record

PARENTS: **Status** Married Divorced Separated Never Married

Mother's Name _____ **Date of Birth** _____

Address _____ **Place of Birth** _____

Home Phone _____ **Cell Phone** _____

Employer's Name _____ **Business Phone** _____

Father's Name _____ **Date of Birth** _____

Address _____

Home Phone Number _____ **Cell Phone** _____

Employer's Name _____ **Business Phone** _____

If Homeless indicate Y or N

Foster Parent/Guardian or Step-Parent

Name _____ Date of Birth _____

Home Phone Number _____ Relationship _____

Employer's Name _____ Business Phone _____ Cell Number _____

If the child is a foster child, list agency _____

Emergency Contact Information

Name _____ Phone Number _____

Address _____

Physician's Name _____ Phone _____

All other children in family

Name	Gender	Date of Birth	Current Grade/School

You may list any additional information on the back of this form

SIGNATURE REQUIREMENT AND NOTARIZATION REQUIREMENT APPLY TO ALL SECTIONS OF FORM "A." I/WE SWEAR OR AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE. I UNDERSTAND THAT THE STATEMENTS IN THIS APPLICATION ARE SUBJECT TO VERIFICATION BY THE DISTRICT. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE SCHOOL OF ANY CHANGES AND CIRCUMSTANCES AFFECTING THIS APPLICATION.

STATE OF NEW YORK }
 }SS:
COUNTY OF }

Sworn to before me

this _____ day of _____, 20____. _____
Parent/Guardian Signature

NOTARY PUBLIC _____

Supplement To Form A

Additional Information

For Office Use

Pupil's Name _____
Assigned to Grade _____ Teacher _____
Date of Entry _____

Proof of Residence:

- House Deed Duly Executed Lease Agreement Real Estate Closing Statement
- Contract of Sale of Home Nassau County Tax Bill Homeowner's Insurance Bill
- Utility Bill Mortgage Statement Driver's License
- Court Order or Judicial Decision IRS Tax Form, Federal or State
- Notarized Affidavit from the landlord (FORM "B")
and notarized affidavit from non-owner/renter (FORM "C")
- Other

Proof of Age:

- Birth Certificate Baptismal Certificate Passport Other

Verification of Birth Date: Pending Approved

Follow-Up:

- Health Census Screening Records Request
- Permanent Record Pupil Folder Supt's. Letter Rolodex

To the Parent/Guardian:

The Valley Stream School District 24 is required to collect and record the ethnic identity of District students in accordance with federal categories and definitions. The information will be used to:

- Report information to the State and federal Education Departments.
- Plan educational programs and make sure that they are readily available to all students.
- Analyze differences in academic performance, attendance and completion of school.

We need your help in order to accomplish this task. The District understands the sensitive nature of this information and assures you that it will be kept secure and confidential in accordance with all State and federal student privacy laws and regulations. If the requested information is not provided on this form, a student records officer from the District will be required to identify the group to which the student appears to belong, identifies with, or is regarded in the community as belonging.

Thank you for your cooperation.

VALLEY STREAM SCHOOL DISTRICT TWENTY-FOUR

Student's Name: Last, First, Middle Initial:

Date of Birth / / Grade

DIRECTIONS TO PARENTS/GUARDIAN/GUARDIAN

PLEASE ANSWER QUESTIONS (1) and (2). PLEASE READ THEM CAREFULLY BEFORE YOU RESPOND.

For question (1), place a check mark in the box that best describes your child.

- 1. Is the student Hispanic, Latino, or Spanish origin? Hispanic, Latino, or Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.**

YES, Hispanic

NO, not Hispanic

- 2. Select one or more races from the following five racial groups and check All groups that apply to your child, checking at least one box:**

AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition; e.g., Cherokee, Mohawk, Inuit.

ASIAN: A person having origins in any of the origins of the original peoples of the Far East, Southeast Asia, or Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

BLACK OR AFRICAN AMERICAN: A person having origins in any of the black racial groups of Africa.

WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Signature of Parent/Guardian/Custodian/Other _____ Date _____

Relationship to Student Mother Father Guardian Custodian

Other (Specify) _____

STUDENT RESIDENCE QUESTIONNAIRE

Name of Student _____ Gender _____ M F
Last First Middle

Date of Birth ___/___/___ Age _____

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answer to this residency information helps determine the services the student may be eligible to receive.

Does the child lack a fixed regular and adequate night time residence? Yes _____ No _____

If you answered YES to the above question, please complete the remainder of this form. If you answered NO, you may stop here.

Where is the student presently living? (Check one box)

- In a motel, hotel, trailer park, campground due to lack of alternative adequate living accommodations.
- In an emergency or transitional shelter.
- With more than one family in a house or apartment due to loss of housing or economic hardship.
- Moving from place to place.
- In a place not designed for ordinary sleeping accommodations such as a car, park or campsite, abandoned building, bus or train station.

Name of Parent(s)/Legal Guardian(s)/Custodian(s) _____

Address _____ Phone # _____

Signature of Parent/Legal Guardian/Custodian _____ Date _____

OWNER'S AFFIDAVIT

FORM B

STUDENT'S NAME (PLEASE PRINT)

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_____, being duly sworn, deposes and says:

Owner's Name

1) I understand that this statement is being made UNDER THE PENALTIES OF PERJURY, in order that _____ (Name of Child) may be admitted to the schools of the Valley Stream Union Free School District 24 as a District resident.

2) I am the legal owner of _____ (Address).

PRODUCE TWO ORIGINALS FROM THE FOLLOWING: DEED, MORTGAGE STATEMENT OR TAX BILL

The terms and conditions of the tenancy are as follows: (rent; etc.)

ATTACH COPY OF LEASE

3) To the best of my knowledge, this property is the current residence of _____ (Name of parent/guardian/custodian) and the Child/Ward named above.

4) The following names include ALL other persons living at this address:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

STATE OF NEW YORK }
 }SS:

COUNTY OF }

Signature of Owner
Sworn to before me
this _____ day of _____, 20__.

NOTARY PUBLIC _____

**RENTER'S/NON-OWNER'S AFFIDAVIT
FORM C**

STUDENT'S NAME (PRINT LAST NAME FIRST)

_____, being duly sworn, deposes and says:
Owner's Name

1) I understand that this statement is being made UNDER THE PENALTIES OF PERJURY, in order that _____ (Name of Child/Ward) may be admitted to the schools of the Valley Stream Union Free School District 24 as a District resident. I further understand that, if my child/ward is found not to be a legitimate resident of Valley Stream Union Free School District 24, **I WILL BE LEGALLY RESPONSIBLE FOR AND WILL BE BILLED THE SCHOOL DISTRICT'S ANNUAL TUITION RATE, WHICH MAY EXCEED \$12,000 PER YEAR, PER CHILD, RETROACTIVE TO FIRST DAY OF ADMISSION.** I also realize that theft of governmental services is a crime, punishable pursuant to the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I have been informed that the District will make unannounced home visits for the purposes of residency verification.

2) I _____, AM THE (PARENT/GUARDIAN/CUSTODIAL PARENT/STEP-PARENT) of the above named Child/Ward. I reside at **(state address and specify the exact nature of the space: basement apartment, second floor apartment, number of rooms; etc.)**

with my Child/Ward and **(LIST EACH AND EVERY OTHER PERSON LIVING AT THE ABOVE ADDRESS)**

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

This is my actual and only permanent residence. My Child/Ward lives with me and this address is his/her actual and only permanent residence.

3) My last address was _____, where I lived with (**LIST EACH AND EVERY PERSON WHO LIVED AT THE ABOVE ADDRESS**):

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

4) I commenced residency at _____ (CURRENT ADDRESS) on _____ (DATE). My living arrangement is governed by:

- a formal lease (**attach copy of lease and Owner's Affidavit – Form B**)
- other (**attach rental agreement and Owner's Affidavit – Form B**)

The terms and conditions of my tenancy are as follows (specify rent; etc.):

SIGNATURE OF RENTER/NON-OWNER

STATE OF NEW YORK
SS

COUNTY OF

Sworn to before me this _____ day of _____, 20__

NOTARY PUBLIC _____

**CUSTODIAL AFFIDAVIT
FORM D**

STUDENT'S NAME (PRINT LAST NAME FIRST)

WARNING: ANY PERSON OR PERSONS, WHO PROVIDE WILLFULLY FALSE INFORMATION REGARDING RESIDENCY WILL BE-SUBJECT TO CRIMINAL PENALTIES. A FALSE STATEMENT REGARDING RESIDENCY OR ENTITLEMENT TO A TUITION FREE EDUCATION FROM THE DISTRICT IS PUNISHABLE AS A CLASS A MISDEMEANOR. IN ADDITION, IT IS DETERMINED THAT A REGISTRANT'S CHILD RESIDES OUTSIDE OF THE DISTRICT, THE DISTRICT MAY TAKE LEGAL ACTION TO COLLECT TUITION CHARGES. WHICH EXCEED \$12,000 PER YEAR IF THE STUDENT IS NOT LEGALLY ENTITLED TO RECEIVE A TUITION FREE EDUCATION FROM THE DISTRICT. THE DISTRICT RESERVES THE RIGHT TO INVESTIGATE ANY STUDENT'S RESIDENCY BY ANY AVAILABLE LEGAL MEANS INCLUDING, BUT NOT LIMITED TO, PUBLIC RECORDS, SITE VISITS AND OTHER LAWFUL METHODS OF INVESTIGATION.

1. _____(NAME OF CUSTODIAN), being duly sworn deposes and says:

2. I live at _____.
_____(FULL NAME OF CHILD) is my _____CHILD'S
RELATIONSHIP TO CUSTODIAN) and he/she has been living with me since _____
(DATE).

3. _____NAME OF CHILD) intends to reside with me for _____
_____(LENGTH OF TIME).

4. This living arrangement is _____permanent _____temporary. If temporary, the
arrangement will be terminated on _____. Please
explain: _____

5. Describe the reason(s) and purpose for surrendering the care, custody and control of the
child to
you. _____

6. Former address(es) where child has lived:

Street	City	State	Dates	With Whom
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. _____ (NAME OF CHILD) does not live at any other address.

8. Food, clothing, and all other necessities are provided to _____ (NAME OF CHILD) by _____.

8A. Health Insurance is provided by _____ (submit proof of same)

9. Will the child be spending overnight, weekends, holidays or vacations elsewhere? If so, please explain: _____

10. Does each parent intend to remain at his/her present address? Please explain: _____

11. Where is each parent registered to vote? Mother _____ Father _____

12. What court orders have been made with respect to the child's guardianship or custody? (ATTACH A COPY OF ALL SUCH ORDERS)

13. If the guardian has any other children, supply the following information:

Name	Age	Address	Relationship to Guardian
School			

14. I _____ (NAME OF CUSTODIAN) assume full responsibility for all matters relating to _____ (NAME OF CHILD) education and medical care.

15. Statement of other relevant facts

The questions "A" through "E" must be answered when application for admission is filed by persons other than a natural parent (GUARDIAN/CUSTODIAN).

A) Why is the child not living with his/her natural or adoptive parents? _____

B) Does the student live exclusively in your home? _____

C) How often will the parents see the child? _____

D) What percentage of financial support will be made by the natural parents? _____

E) What percentage of financial support will be made by you? _____

I /WE SWEAR OR AFFIRM THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. I /WE UNDERSTAND THAT THE STATEMENTS IN THIS APPLICATION ARE SUBJECT TO VERIFICATION BY THE DISTRICT. I/WE ALSO UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE SCHOOL OF ANY CHANGES, AND CIRCUMSTANCES AFFECTING THIS APPLICATION.

PARENT'S SIGNATURE

CUSTODIAN'S SIGNATURE

DATE

DATE

SWORN TO BEFORE ME THIS
____ DAY OF _____, 20__

SWORN TO BEFORE ME THIS
____ DAY OF _____, 20__

NOTARY PUBLIC

NOTARY PUBLIC