



**ISLAND TREES SCHOOL DISTRICT
DISTRICT REGISTRAR OFFICE
74 FARMEDGE ROAD, LEVITTOWN NY 11756-5205**

**REGISTRATION REQUIREMENTS
FOR SPECIAL EDUCATION EVALUATIONS**

The District's guidelines for requested documentation allow for a range of documents to demonstrate age and residency. Exception will be made where appropriate. No documentation will be required that would cause a result in discrimination based on race, color, national origin, or immigration or citizenship status.

If you **own your home** you will need a copy of **one** of these:

MORTGAGE or
HOUSE DEED or
NASSAU COUNTY TAX BILL or
HOMEOWNERS INSURANCE POLICY
At Minimum, a MORTGAGE COMMITMENT FROM THE BANK

If you are **renting** you will need:

1. HOMEOWNERS STATEMENT, NOTARIZED
WITH PROOF OF OWNERSHIP ATTACHED and
2. RENTER'S/NON-OWNER'S AFFIDAVIT, NOTARIZED
WITH LEASE OR RENTAL AGREEMENT ATTACHED

ALONG WITH:

TWO CURRENT BILLS - example Telephone, Water, LIPA, Fuel, Cablevision. At the very least, two pieces of mail with parents name at the address. (i.e. cell phone bill, bank statement paystub, etc.)

DRIVERS LICENSE OF PARENTS or other documentary evidence of guardianship.

CAR REGISTRATION or INSURANCE CARD
(Even if the address is still incorrect)

FOR EACH STUDENT WE NEED:

- ✓ **ORIGINAL** BIRTH CERTIFICATE or other documentary evidence of age
- ✓ IMMUNIZATION RECORDS & PROOF OF WELL CARE CHECKUP WITHIN THE LAST YEAR Must have doctor's imprinted name. Medical cards are not acceptable.
- ✓ COMPLETED REGISTRATION FORM
- ✓ DIVORCED PARENTS: If parents are divorced or separated, proof of custody must be presented. The District will not restrict access to a child by the non-custodial parent unless an appropriate court order is provided.
- ✓ Completed Racial & Ethnic Identification Form
- ✓ Completed Language Survey

Visit our website to view our schools at www.islandtrees.org

PLEASE CALL TO SCHEDULE AN APPOINTMENT WITH:

REGISTRAR: MS. CAROLE LOFASO
TELEPHONE: 516-520-2111
FAX: 516-731-0902

PLACE: STEPHEN E. KAROPCZYC SCHOOL, 74 FARMEDGE RD, LEVITTOWN

