



**ISLAND TREES SCHOOL DISTRICT
DISTRICT REGISTRAR OFFICE
74 FARMEDGE ROAD, LEVITTOWN NY 11756-5202**

REGISTRATION REQUIREMENTS

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

DRIVERS LICENSE OF BOTH PARENTS AND CAR REGISTRATIONS or INSURANCE CARD
(Even if the address is still incorrect)

FOR EACH STUDENT WE NEED:

- ✓ **ORIGINAL** BIRTH CERTIFICATE
- ✓ IMMUNIZATION RECORDS
- ✓ COMPLETED REGISTRATION FORM
- ✓ COPY OF LATEST REPORT CARD OR SCHEDULE (Grades 1-12)
- ✓ 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 Internet Form
- ✓ Completed Racial & Ethnic Identification Form
- ✓ Home Language Survey (if student speaks two languages)

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

PLEASE CALL TO SCHEDULE AN APPOINTMENT WITH:

REGISTRAR: MRS. CAROLE LOFASO
TELEPHONE: 516-520-2111
FAX: 516-520-4970
PLACE: STEPHEN E. KAROPCZYC SCHOOL, 74 FARMEDGE RD, LEVITTOWN