



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

**REGISTRATION REQUIREMENTS**

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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 PARENT 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

Visit our website to view our schools at [www.islandtrees.org](http://www.islandtrees.org)

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**PLEASE CALL TO SCHEDULE AN APPOINTMENT WITH:**

REGISTRAR: Ms. Carole Lofaso  
TELEPHONE: 516-520-2111  
FAX: 516-731-0902  
PLACE: KAROPCZYC SCHOOL BUILDING -- 74 FARMEDGE RD, LEVITTOWN