



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

REGISTRATION REQUIREMENTS

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, 2 pieces of mail with parent name at that address i.e. cell phone bill, bank statement, paystub etc.
- DRIVERS LICENSE OF PARENT 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
 - ✓ 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
 - ✓ Completed Language Survey
 - ✓ Copy of Current IEP's if applicable
- **ALL OF THE ABOVE DOCUMENTS MUST BE TRANSLATED INTO THE ENGLISH LANGUAGE**

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: KAROPCZYC SCHOOL BUILDING -- 74 FARMEDGE RD, LEVITTOWN