

CENTRAL REGISTRATION OF STUDENTS

Registration for Shoreham-Wading River Central School District students takes place at the District Office located in the same complex as the Shoreham-Wading River High School and North Shore Public Library. You may call (631) 821-8100 for directions.

REGISTRATION PROCESS INSTRUCTIONS

I. Family residing within the school district:

For families entering the Shoreham-Wading River Central School District for the first time, two proof of residency documents must be provided (see below) along with child's birth certificate.

1. The first required proof of residency document is a deed/tax bill or notarized lease.
Please Note: The District has its own Rental Affidavit for those residents who may need it.
2. The second required proof of residency document must include a current date and physical address and may be selected from the following list:
 - a) Rental/homeowner insurance
 - b) Telephone bill
 - c) Water bill
 - d) Cable installation / bill
 - e) Electric bill
 - f) Other

II. Registering a kindergarten student:

- For families registering their first child in school, two forms of proof of residency must be provided, and the same procedure followed, as stated above in "I – Family Residing Within District."
- For families with children already enrolled in SWRCSD, it is not necessary to provide a deed, but two other forms of proof of residency must be submitted, as stated in the above list under "2".

III. Final step of the registration process:

- Families will complete the registration process by going to the assigned school for each child being registered. Birth certificates and up-to-date immunization records must be provided to each school for each child, along with a copy of the registration form, which will be provided by the District Office personnel.

Please note: All proof of residency must contain the dwelling's physical address. A post office box is not sufficient proof of residency.

OTHER ASPECTS OF THE REGISTRATION PROCESS

I. Registering a Student Whose Name Differs from Parent/Legal Guardian:

Family must provide some form of legal documentation, i.e., birth and / or marriage certificate(s) showing the correlation of names. Or legal guardianship / custodial paperwork, and must follow the same procedure as stated above in "I - Family Residing Within District."

II. Registering a Student Who is a Foster Child:

The caseworker must provide the following items:

- a) DS299 form and notarized letter stating the child's information and name of agency representing child.
- b) Same items as listed above in "I – Family Residing Within District."

III. Registering a Family Who Resides with a SWRCSD Resident:

- Owner / renter of home must provide deed / rental agreement of the dwelling, a document containing their name and physical address, and a **notarized** letter stating acceptance of said person living at their address.
- Registering party must also provide documentation containing THEIR name and physical address of owner/renter's dwelling, and a **notarized** letter stating they will be living at owner/renter's address.
- Both parties must fill out a Residency Affidavit Form (provided by the District) and must be **notarized**.

IV. Prospective Family Moving Into District:

When a prospective family is purchasing a home within the District and is issued a contract of sale, they must provide the following:

- a) A copy of the contract of sale accompanied by a letter from their attorney stating a projected closing date.
- b) A Tuition Affidavit Form (provided by the District) signed by the prospective resident, stating that they will either be in the home within thirty days of registering their child(ren) or be subject to pay tuition for each child attending SWRCSD schools after the first 30 days. It is incumbent upon the prospective resident, that after 30 days, they must inform the district of their status. Proper documentation must be provided, consistent with families residing within the district, otherwise tuition will be charged beginning of the 31st day.

V. Registering a student who will reside with a Shoreham-Wading River Central School District resident, other than their parent / guardian*

The required **notarized** letters listed above in III

* In the case of the above situation, approval is conditional, subject to review by the District Residency Officer.