



# GREAT NECK PUBLIC SCHOOLS

Office of Registration and Attendance  
345 Lakeville Road  
Great Neck, NY 11020  
(516) 441-4080



Dear Parent/Guardian:

Congratulations! Your son/daughter, born between December 2, 2020 and December 1, 2021 is eligible to attend the **Universal Pre-Kindergarten (UPK)** program at the Great Neck Public Schools next year. This program is either a morning (AM) or afternoon (PM) program. What an exciting time for you and your child. **The districts Universal Pre-K always accepts registrations.**

**The only way to enroll in the (UPK) program is through our Online Registration Application process,** which will begin **November 12th, 2024** for the 2025-2026 school year. Please follow the directions that are enclosed. If you have any questions or need assistance please email us at [residency@greatneck.k12.ny.us](mailto:residency@greatneck.k12.ny.us) or call the Registration Office at 441-4080.

There is also an **'Early UPK Registration' period** which allows parents to request either AM or PM for their child. There is no guarantee of AM/PM placement. This **"Early UPK Registration Period"** ends on **November 30, 2024**. All additional registration requirements must be completed by **January 10<sup>th</sup>, 2025**. **No placements will be made until the close of this early registration period.**

- **November 12th, 2024** – 2024-25 Universal Pre-Kindergarten Online Application portal opens for "Early Placement".
- **November 30th, 2024** - Your **'Early UPK Registration'** application must be SUBMITTED via the Online Registration Portal. You will receive an email from [Parentsupport@greatneck.k12.ny.us](mailto:Parentsupport@greatneck.k12.ny.us), letting you know it was submitted.
  - If any of the documents are missing or information is not complete, your application will be placed on **HOLD**. An email from the Registration staff will be sent to you with what information is missing. **This will delay the processing. Any application that is not complete by December 13th, 2024 will not be considered for early placement.**
- **December 13th, 2024** - All mandated forms must be received by the Registration Office.
- **December 16th, 2024 – January 10<sup>th</sup> 2025** -Mandatory in-person appointments will be scheduled to finalize your Early Registration.

If a lottery is needed for Universal Pre-Kindergarten placement due to over-enrollment, you will **receive a letter in February informing you about your AM or PM placement.**

- **Once you are fully registered with our Registration Office for UPK,** you may want to consider registering in our **"Fun for Fours"** extended day program. Simply complete the Fun for Fours application included on the flyer and send it in with your deposit. Seating in this program is limited and all deposits after early registration will be time stamped in the order received.

**In mid-May you will be scheduled for the Universal Pre-K Screening.**

Please do not hesitate to call if you have any questions. You can also find information regarding registration, on the district website at [greatneck.k12.ny.us](http://greatneck.k12.ny.us).

# Online Registration Applications

Complete requirements, forms and directions can be found at: <https://www.greatneck.k12.ny.us>

From the **Great Neck Public School Home Page – Select Administration  
Registration and Attendance > Great Neck Registration and Online Application**

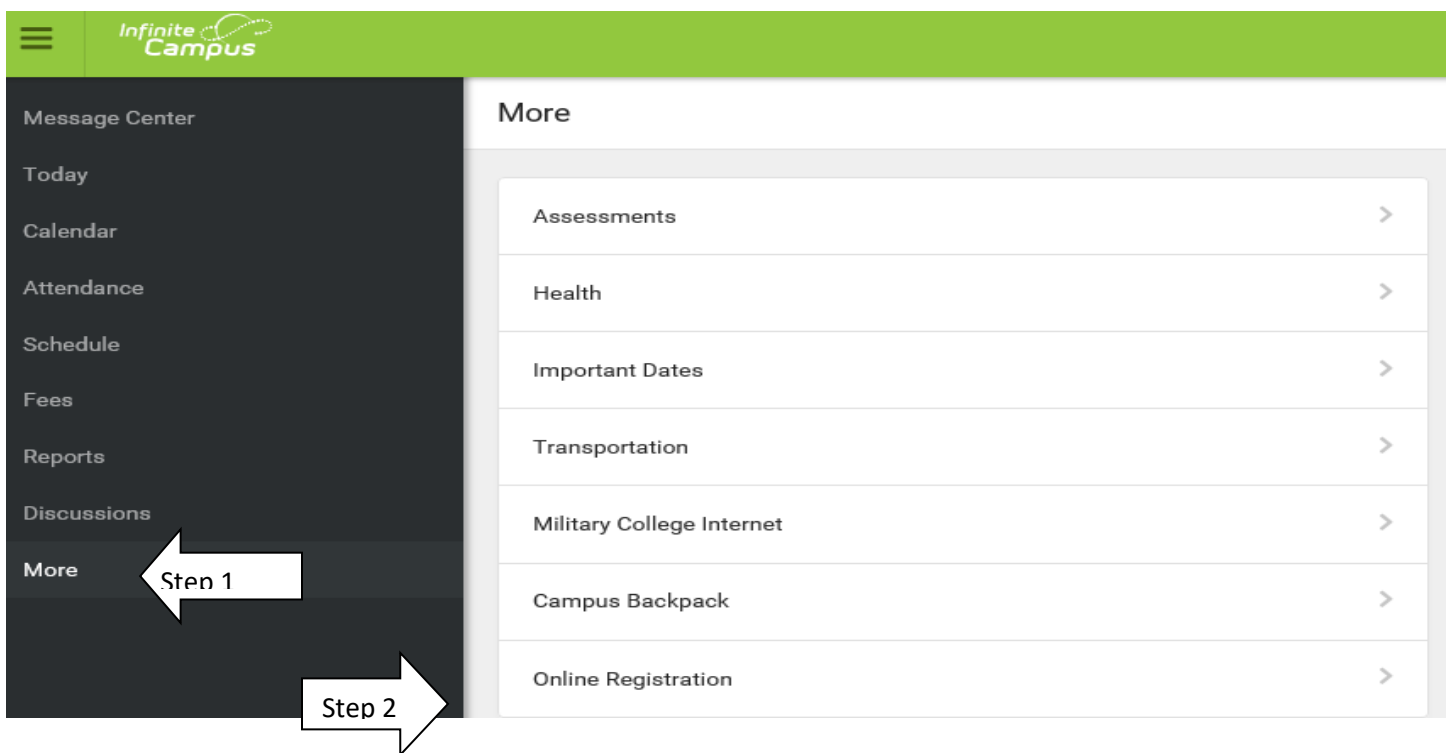
**Prior to starting the Application please download the [required forms](#) for Public School Forms UPK and review the attached Checklist to see what additional information needs to be collected and uploaded.**

Select the link [Online Registration Application](#) and you will be able to begin the Application.

**If you DO NOT HAVE** a Campus Parent Portal Account see the back of this page for directions.

**If you DO HAVE** a Campus Parent Portal Account then simply login and follow the screens below.

- Login into the Campus Parent Portal > Step 1: Select More > Step 2: Select Online Registration



- **Very Important Registration Year – Select the 25-26 School Year from the dropdown**
- **The application will pull any current information which was stored in Infinite Campus. Please update any changes or add any additional required information.**
- Please navigate the program by selecting Next or Save and Continue.
- On the tab **Non School Age Brothers and Sisters**, please let us know about any **younger siblings**. Please do not add any students who are currently enrolled in school, whether it is public or private.

**If you do not have Campus Parent Portal Account** follow the directions on the Great Neck Registration and Online Application Web Page. Select the link Online Registration Application and you will be able to begin registration.


Click on Start New Registration: **Very Important the Registration Year needs to be the 25-26 School Year from the dropdown.**

**Infinite Campus Online Registration**

Please complete the information below to begin the registration process.

Parent/Guardian First Name	First Name *
Parent/Guardian Last Name	Last Name *
Date of Birth (MM/DD/YYYY)	
Registration Year	25-26
Email Address	myemail@gmail.com
Previously Attended this District	<input type="checkbox"/>

Please type the letters you see displayed in the image below

I'm not a robot 

**Begin Registration**

You will receive a confirmation number. Enter your name and **Submit**

**Infinite Campus Online Registration** Application Number 1573

Welcome First Name Last Name! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

First Name Last Name

**Submit**

**Infinite Campus Online Registration** Application Number 1573

\* Indicates a required field

▼ Student(s) Primary Household    Parent/Legal Guardian    Public School Families Only Emergency Contacts    Non School Age Brothers and Sisters

Student    Completed

▼ Home phone:

Home Phone  
( ) - \*

**Next**

▶ Home Address \*\*\*\* Upload Residency/Proof of Mail

**Save/Continue**

Navigate the application by selecting Next and Save and Continue.  
**PLEASE SUBMIT the APPLICATION and Confirm you received an email from Parent Support.**

Office of Registration and Attendance  
345 Lakeville Road Great Neck, NY 11020  
(516) 441-4080  
[residency@greatneck.k12.ny.us](mailto:residency@greatneck.k12.ny.us)

## UPK Registration Checklist

**\*\*\*Please include the application number in all correspondence\*\*\***

- Deed, Closing Statement, or Current School/Village Tax Bill  
Or
- Proprietary Lease (Co-op)  
Or
- Lease (all pages with complete landlord contact information)  
Rental Agreement (all pages with complete landlord contact information)  
\*\* Both Lease and Rental agreement to be accompanied with the local village/town official rental permit for that property (should be supplied to the tenant by the landlord).
- Current Mail 3 Different Pieces of Official Mail, utility bills work best-shipping labels are unacceptable, must be stamped within the past 30 days.
- Certification of Residency (notarized)
- Parent/Guardian Photo ID: You are Required to add all Parents listed on the Birth Certificate, to the Online Application in the Parent Section.
- Custody Agreement or Notarized Affidavits if applicable. A secondary mailing will be set up for all non-household parents
- Original Birth Certificate (Original and an official, notarized translation to English, if necessary)
- Immunization Record (stamped by a physician) \*\*\* REQUIRED to Complete Registration.
- Physical, performed and stamped within the last 12 months by a New York State Doctor.  
\*\*\* REQUIRED to Complete Registration.
- Home Language Questionnaire (one form for EACH student)
- Dental Form – Elementary Only (one form for EACH student)
- If your student is attending a Pre School or Daycare Program, please complete "Prior School Information", before submitting the application. This will help with placement.
- Please make sure you SUBMIT the application. An email from 'Parentsupport' will be sent as soon as you Submit the application letting you know it has been submitted. Check your email and make sure you receive this verification. All applications are reviewed in the order they are received. Please allow 1-3 business days for our staff to review your application.

If the application is complete and all documents are uploaded, you will receive an email letting you know it is 'APPROVED AND POSTED'.

If any of the documents are missing or information is incomplete, your application will be placed on HOLD, and you will receive an email letting you know what is missing. Incomplete application or document will delay the processing.



GREAT NECK PUBLIC SCHOOLS
REGISTRATION OFFICE
345 LAKEVILLE ROAD GREAT NECK, NY 11020

CERTIFICATION OF RESIDENCY (required document) (v11.24)

(Affidavit is valid for one year from date of notary signature, one affidavit per application)

This is to certify that I (we), \_\_\_\_\_
(parent (s) names listed above)

understand this statement is being made UNDER THE PENALTIES OF PERJURY, so that all my school aged child/children listed below

\_\_\_\_\_, \_\_\_\_\_
\_\_\_\_\_

(print child/all children's name above living at this address)

may be admitted to the schools of the Great Neck Public Schools.

I am currently residing (living) at \_\_\_\_\_
(Address) \_\_\_\_\_

I attest that it is my legal residence. I further certify that I do not maintain another residence outside the boundaries of the Great Neck School District. I further certify I will be living with my children while they are attending Great Neck School.

I understand that if I or the above mention child(ren) is (are) found not to be a legitimate residents of the Great Neck Union Free School District, that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL PAY THE SCHOOL DISTRICT'S ANNUAL TUITION RATE PER CHILD (Minimum range is \$20,587.00 - \$28,517.00), RETROACTIVE TO THE FIRST DAY OF ADMISSION, ALONG WITH ANY COSTS ASSOCIATED WITH ENROLLING YOUR CHILD" and MY CHILD/CHILDREN WILL BE DISENROLLED. I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I understand that the school district will make an announced home visit for purposes of residency verification. In addition, the district may make an unannounced home visit for the purpose of residency verification.

I further understand that if I move out of the home listed above, I will immediately notify the school district. By signing below, I admit to having read and understood the above conditions.

\_\_\_\_\_  
Signature of Parent/Person in Parental Relation Date

Sworn to before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

I have read and understood the above and am certifying the resident understands the statement they are signing. Please attach copy of ID.

\_\_\_\_\_  
Signature of Translator Relationship Phone

Sworn to before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

## **PARKVILLE AND JOHN F. KENNEDY UNIVERSAL PRE-KINDERGARTEN**

Enrollment is based on a family's home address. The student will be zoned for either Great Neck's Parkville School or John F. Kennedy Universal Pre-Kindergarten Program.

There are no exceptions to the Pre-Kindergarten location the student will attend.

Families may make a request (depending on availability) for either the morning session or afternoon session of our Pre-Kindergarten Program.

AM Pre-Kindergarten: 9:10 AM - 12:30 PM

PM Pre-Kindergarten: 12:00 PM - 3:20 PM

Parents choosing only Universal Pre-Kindergarten will receive a bus to and from school.

### **FUN FOR FOURS**

*Fun for Fours* offers our students an extended day art and science-based enrichment program. There is a fee for this program. Space may be limited. No Application for *Fun for Fours* will be accepted until the online registration is approved and posted.

### **PARKVILLE**

AM Fun for Fours: 9:10 AM - 12:00 PM

PM Fun for Fours: 12:45 PM - 3:45 PM

### **JOHN F. KENNEDY**

AM Fun for Fours: 9:10 AM - 12:00 PM

PM Fun for Fours: 12:30 PM - 3:20 PM

There is no bus provided for the *Fun for Fours* program. Students enrolled in a full day of School, Universal Pre-Kindergarten **and** *Fun for Fours*, will only receive a bus for the Universal Pre-Kindergarten session. Parents will be responsible for transportation for the *Fun for Fours* session.

