
STUDENT REGISTRATION PROCEDURES

SYOSSET CENTRAL SCHOOL DISTRICT – JULY 2017



REGISTRATION PROCESS

	Kindergarten	All Other
On-line* (*New) (Required)	<ul style="list-style-type: none">• Parent/Guardian inquiry• Student-specific link is generated• On-line registration form must be completed	<ul style="list-style-type: none">• Parent/Guardian inquiry• Student-specific link is generated• On-line registration form must be completed
In-Person (Required)	<ul style="list-style-type: none">• At elementary building (Spring).• Involves evaluation of child.• Building clerical staff review residency proofs.• Registrar performs final review.	<ul style="list-style-type: none">• At Central Office.• Requires advance appointment.• Book early, August is very busy.• Registrar reviews residency proofs.

Notes:

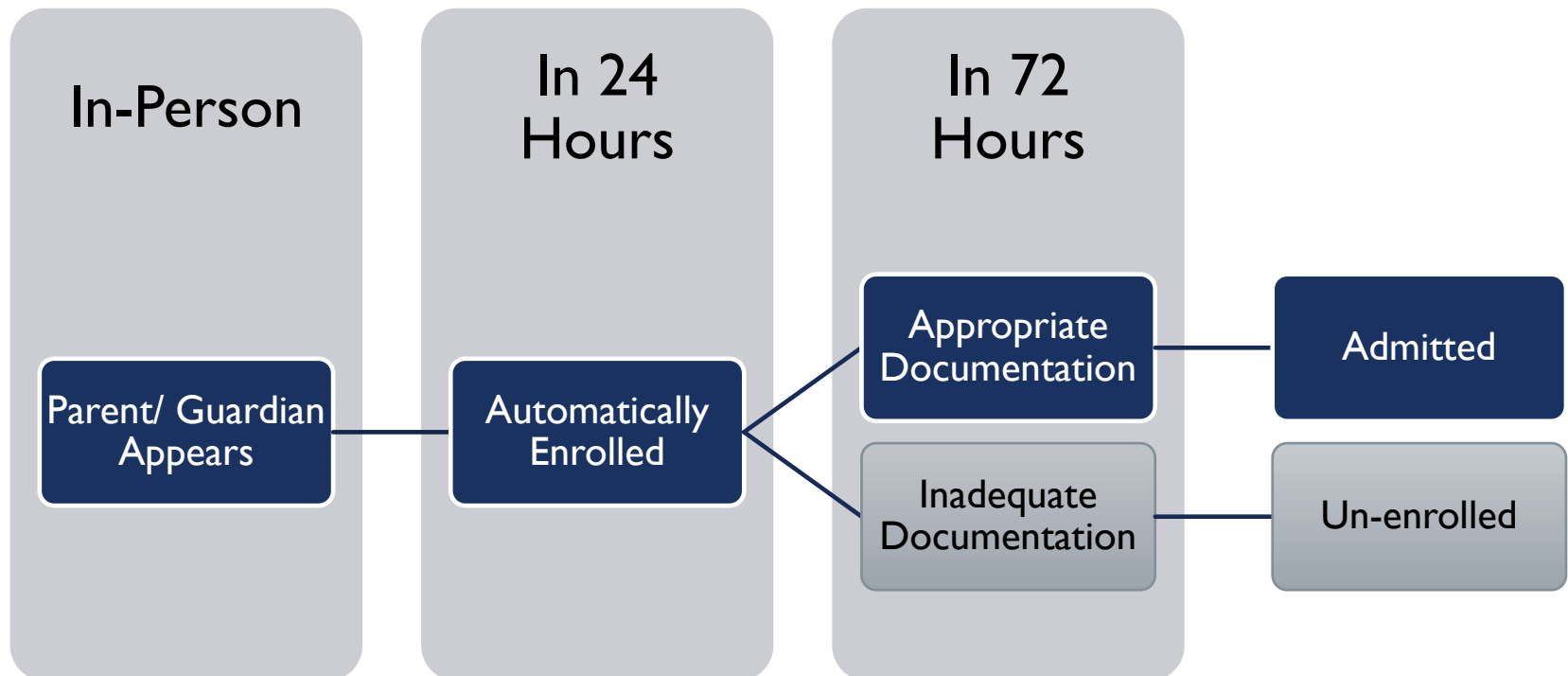
- Registration form available in English, Chinese, Japanese, and Urdu.
- Translation available for in-person registration (by appointment only).
- Application completed in English by resident or translator.

ENROLLMENT REQUIREMENTS

OR

Proof of Age (by law)	Proof of Residency (any one + 2 from Column B)	Proof of Residency (Column B) (any three)
<ul style="list-style-type: none"> • Original/certified birth certificate (US or other) • Passport (US or other) • Baptism record • Other government-issued document 	<ol style="list-style-type: none"> 1. Residential lease, 2. Proof of ownership (mortgage, deed), 3. Statement from landlord, or 4. Statement from other third party that establishes residency. 	<ol style="list-style-type: none"> 1. pay stub 2. income tax form(s) 3. utility bill 4. voter registration document(s) 5. official driver's license, learner's permit or non-driver identification 6. state or other government issued identification 7. Other (see appendix)

REGISTRATION PROCEDURES



Notes:

- By law, student must be enrolled within 24 hours, even without adequate documentation.
- District has 3 days to determine if a student is a resident.
- Without sufficient documentation, student is un-enrolled.

REGISTRATION ISSUES

Challenge	Requirement	Issue
1. Registration by persons other than parent or legal guardian	A student's residence is presumed to be that of his/her parent or legal guardian.	Relatives are not legal guardians. Cannot establish residency unless permanent transfer of custody.
2. Custody Issues	Joint custody documents must be reviewed by attorney.	If student no longer resides with parent in District.
3. Multiple families at single address (illegal: sub-leases, accessory apartments, etc.)	Flagged by registration system. Cannot deny enrollment.	District cannot perform Code Enforcement. However, District may alert Child Protective Services.
4. Foreign Exchange Students (F-I Visas)	By law - No cost to District.	Attending non-public schools and requesting transportation or health services.

TRANSFER OF CUSTODY

Law Requires

- “A child's residence is presumed to be that of his or her parents” (Appeal of Y.R.; Appeal of Hutchinson)

Transfer of Custody

- Cannot reside with someone other than the parent to take advantage of the schools of the district (Appeal of Hutchinson; Appeal of Maxwell)
- Must establish “total, and presumably permanent, transfer of custody and control” (Appeal of L.P.)
 - Cannot provide monetary support
 - Cannot provide health insurance, etc.

RESIDENCY ENFORCEMENT

During Registration	During Enrollment	Investigations
<ul style="list-style-type: none">• In-person verification of residency proofs.• Infinite Campus flags:<ul style="list-style-type: none">• address,• last name, and• phone number matches.	<ul style="list-style-type: none">• Registrar reviews “Nassau Profiles” to track home sales in District.• Home sales are compared against enrollment.• Any Infinite Campus flags from new registrants triggers inquiry into all instances of the address.	<ul style="list-style-type: none">• Suspected non-residents are investigated.• Even if the investigation is substantiated, parent still has due process rights.• After due process, student is excluded.

RECENT LEGAL DEVELOPMENTS IN RESIDENCY

Undocumented Immigrants & Unaccompanied Minors

- All children between 5-21 are guaranteed a public education.
- Federal law mandates that citizenship cannot be a factor in enrollment.
- No District can deny enrollment based on immigration status, divert students to alternative programs, or delay enrollment based on lack of documents.
- Attorney General Schneiderman has enforced compliance agreements with Westbury and Hempstead

McKinney-Vento Homelessness

- Students are considered homeless if they lack a nighttime residence that is fixed, regular, and adequate
- Students can choose to attend the schools of the district where they currently reside or the district of origin (where they were last permanently housed).
- Must first be admitted, then excluded if determined not to be homeless.
- Must allow 30 days for appeal.

OPPORTUNITIES FOR IMPROVEMENT

In Progress

- New On-line Registration (OLR) System being implemented for '17-'18
 - Immediate cross reference on address/name/phone duplications
 - Reduces data entry errors
 - Uploaded documents can be reviewed prior to their appointments; missing documents can be addressed in advance
 - Provides more real time data with regard to student registrations
 - Tracking system for incomplete registrations
- New Registrar hired
 - New set of eyes

For Consideration

- Add "Address Service Requested" to annual bus pass mailing (small fee)
- Periodic mandatory re-registration
 - How frequently?
 - Staffing cost?
 - Inconvenience to parents?
 - Cannot be used to exclude students.
- Require current lease on file
 - May be illegal if disparate impact.
 - Cannot be used to exclude students



THANK YOU



APPENDIX

Residency Proofs (choose any 3)

- | | |
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| <ol style="list-style-type: none">1. pay stub2. income tax form(s)3. utility bill or other bills (e.g., Electric, Gas, Water, Cable, Oil Heat, etc.).4. voter registration document(s)5. official driver's license, learner's permit or non-driver identification6. state or other government issued identification7. membership documents that are based upon residency with address. | <ol style="list-style-type: none">8. documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)9. evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers10. Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District. |
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