



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, 2018 and December 1, 2019, is eligible to attend **kindergarten** next year. What a happy and exciting time for you and your child! Registration is required for students who will be attending any of the Great Neck Public Schools as well as students attending Private Schools.

The window will open to accept the Online Registration Applications for the 2024-2025 school year on February 1, 2024.

Please follow the steps below to make sure your child is fully registered for kindergarten. Completing the registration early will allow the schools to best serve your student's needs.

Step 1: Complete and Submit an Online Registration Application. Please refer to the included checklist to verify all of the required documents have been uploaded for review. Any documents that are missing will delay the processing of these applications.

Step 2: The Registration Office staff will review all submitted applications as they are received. Due to the high volume we expect during this registration period, please allow at least 3 business days for the review to take place. If the application is complete and all documents uploaded are correct, you will receive an email stating your application is "**COMPLETE PENDING VERIFICATION**". This will allow you to schedule the final **in-person appointment** with the registration department. No students will be registered without this in-person appointment.

If any of the documents are missing or information is not complete, your application will be placed on **HOLD**. You will receive an email letting you know what is missing. **This will delay the processing.**

Students attending Parkville or Kennedy Pre-K will automatically be registered for Kindergarten.

Please do not hesitate to call if you have any questions.

Very truly yours,

James Gounaris
District Registrar