Welcome to Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers.
- Parent information -- work and cell phone numbers, email addresses.
- Student information -- demographic and health/medication information.
- Emergency contact -- phone numbers.
- PDF files of various documents showing proof of Residency, Birth, etc. (see below)
- Picture of child to share with the school

Please also visit this link on our website to complete the State's required Home Language Questionnaire. Save this and any other documents you have to your computer so you can upload them during the registration process.

Examples of documents you can upload:

Lease	Pay Stub	Student's IEP or 504 Plan
Deed	Tax Forms - please hide Social Security Numbers	Passport
Mortgage Statement	Tax Bills	Transcript / Report Card
Landlord Affidavit	Custody Papers	Immunization Records
Driver's License	Birth / Baptism Certificate	Home Language Questionnaire

UPK Registration Instructions:

Please use a desktop or laptop computer.

Using a mobile device is **NOT** recommended.

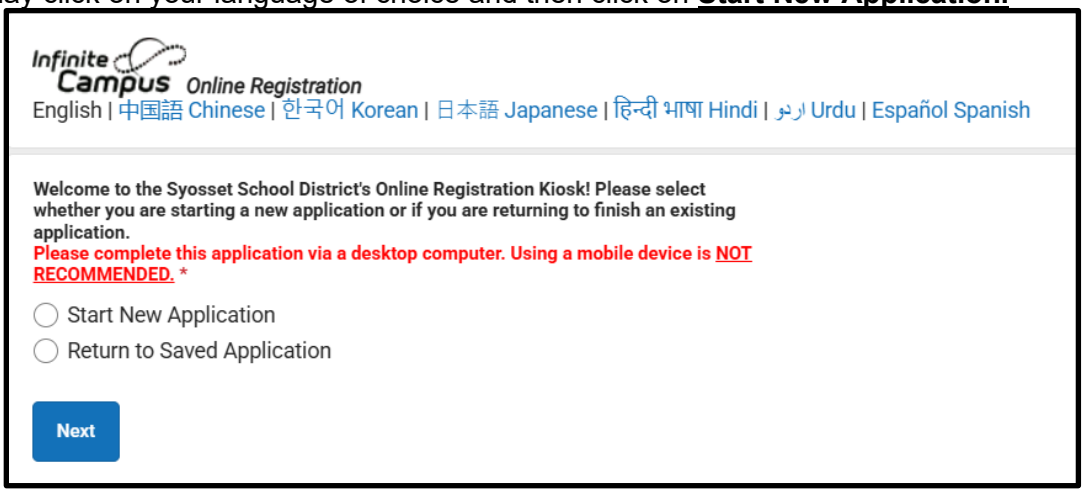
If at any time, you need assistance, please email registrationstaff@syossetschools.org.

Step 1:

Click on this website: https://syossetny.infinitecampus.org/campus/apps/olr/application/login/kiosk-app-type?configGroupID=13

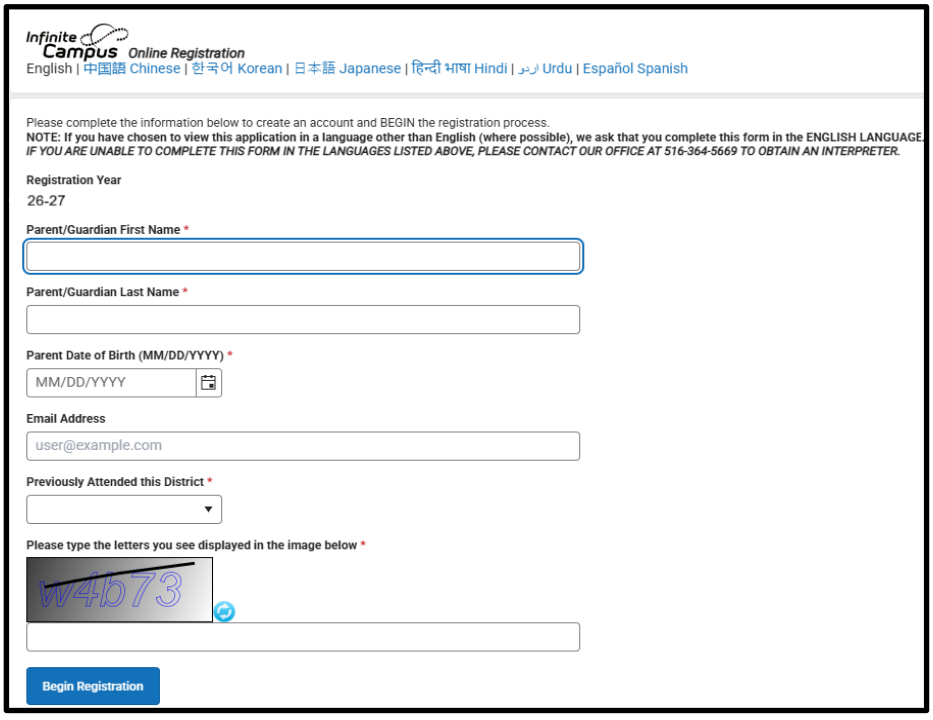
Step 2:

You may click on your language of choice and then click on **Start New Application.**



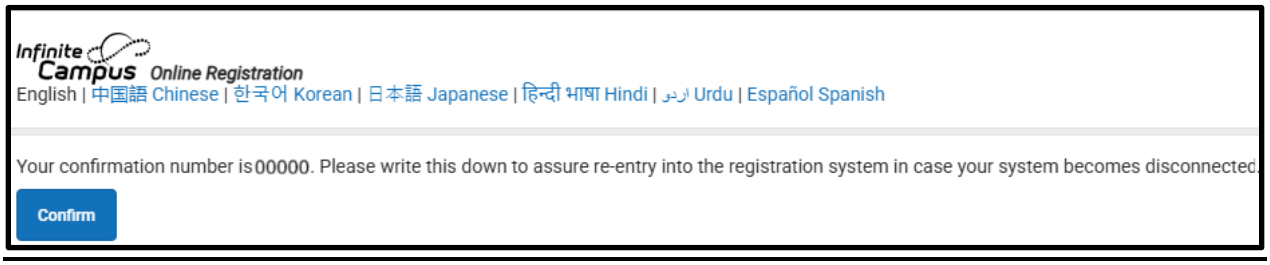
Step 3: Begin Registration

Enter the necessary information. The information that is needed will have a red star * next to it. Then click **Begin Registration.**

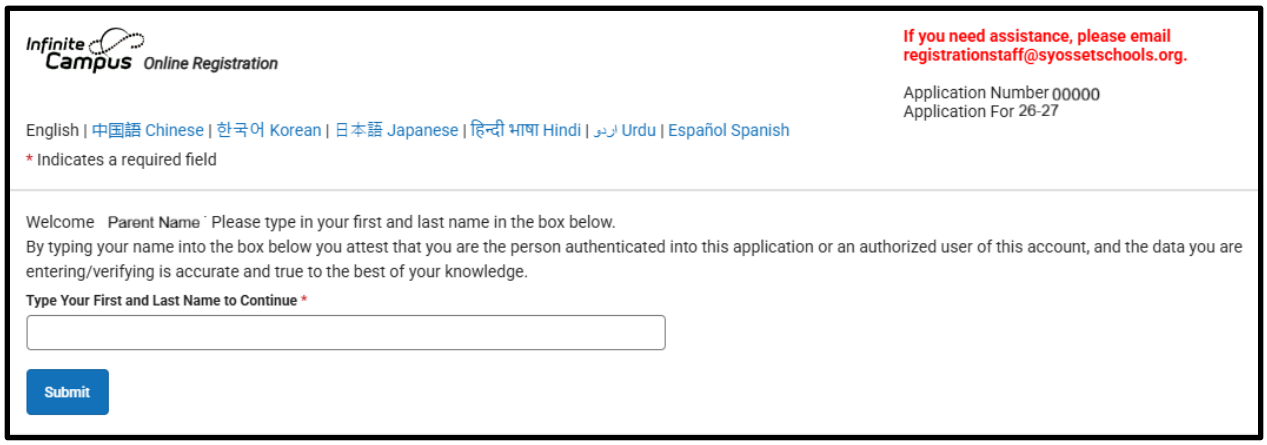


This document translation has been computer generated.

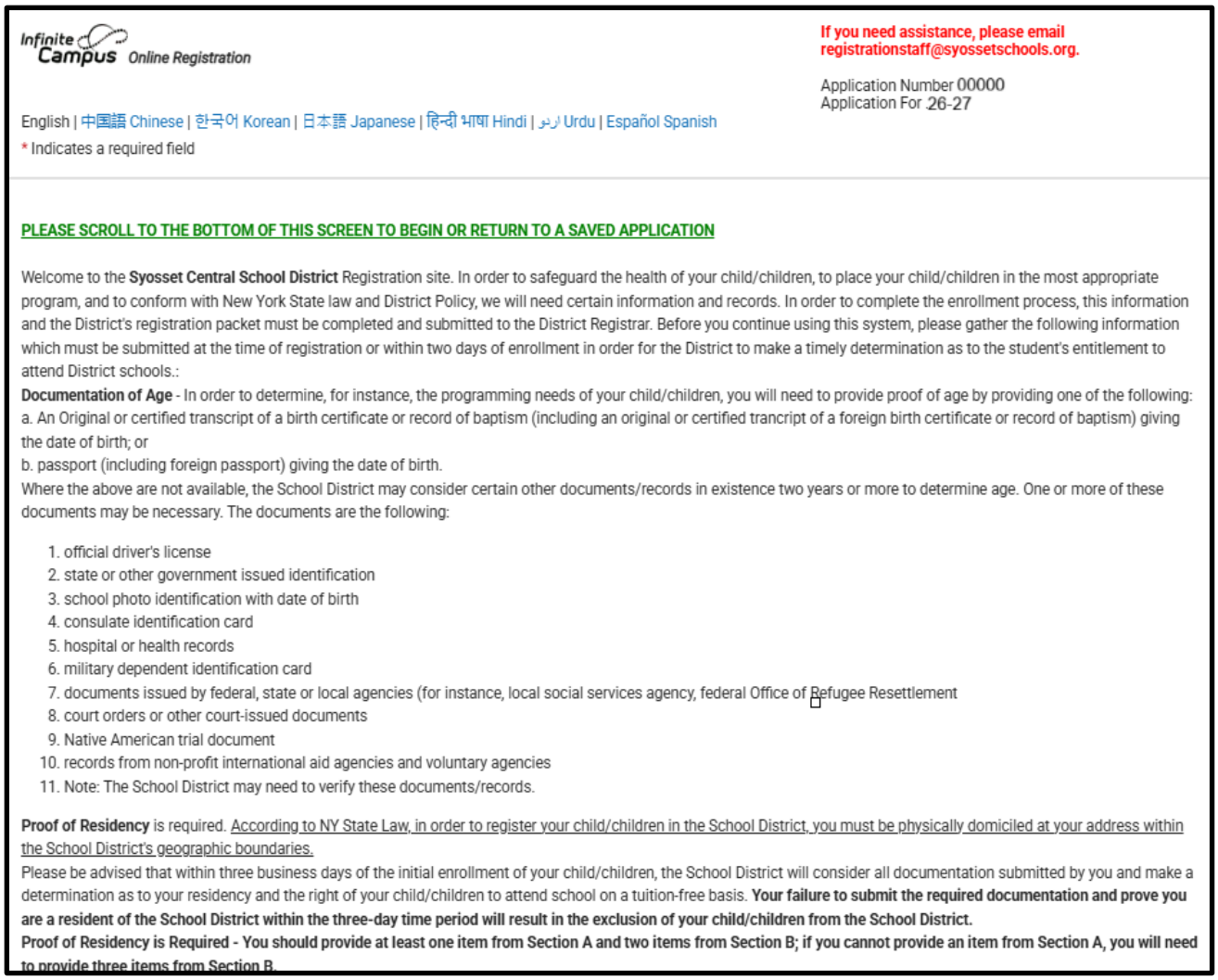
You will see this message below with a confirmation number. Please write this down to re-enter into the registration process in case you become disconnected from the system. Please click **Confirm** once you have written down your confirmation number.



Step 4: A pop-up window will appear. Please type your name on the application and click **Submit.**



Step 5: Document Information page. Please read and click on **Begin (or Return to) Application**.



Infinite Campus Online Registration

If you need assistance, please email registrationstaff@syossetschools.org.

Application Number 00000
Application For 26-27

English | 中国語 Chinese | 한국어 Korean | 日本語 Japanese | हिन्दी भाषा Hindi | اردو Urdu | Español Spanish

* Indicates a required field

PLEASE SCROLL TO THE BOTTOM OF THIS SCREEN TO BEGIN OR RETURN TO A SAVED APPLICATION

Welcome to the **Syosset Central School District** Registration site. In order to safeguard the health of your child/children, to place your child/children in the most appropriate program, and to conform with New York State law and District Policy, we will need certain information and records. In order to complete the enrollment process, this information and the District's registration packet must be completed and submitted to the District Registrar. Before you continue using this system, please gather the following information which must be submitted at the time of registration or within two days of enrollment in order for the District to make a timely determination as to the student's entitlement to attend District schools.:

Documentation of Age - In order to determine, for instance, the programming needs of your child/children, you will need to provide proof of age by providing one of the following:

a. An Original or certified transcript of a birth certificate or record of baptism (including an original or certified trancript of a foreign birth certificate or record of baptism) giving the date of birth; or

b. passport (including foreign passport) giving the date of birth.

Where the above are not available, the School District may consider certain other documents/records in existence two years or more to determine age. One or more of these documents may be necessary. The documents are the following:

1. official driver's license
2. state or other government issued identification
3. school photo identification with date of birth
4. consulate identification card
5. hospital or health records
6. military dependent identification card
7. documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement
8. court orders or other court-issued documents
9. Native American trial document
10. records from non-profit international aid agencies and voluntary agencies
11. Note: The School District may need to verify these documents/records.

Proof of Residency is required. According to NY State Law, in order to register your child/children in the School District, you must be physically domiciled at your address within the School District's geographic boundaries.

Please be advised that within three business days of the initial enrollment of your child/children, the School District will consider all documentation submitted by you and make a determination as to your residency and the right of your child/children to attend school on a tuition-free basis. **Your failure to submit the required documentation and prove you are a resident of the School District within the three-day time period will result in the exclusion of your child/children from the School District.**

Proof of Residency is Required - You should provide at least one item from Section A and two items from Section B; if you cannot provide an item from Section A, you will need to provide three items from Section B.

Step 5 Continued: Document Information Page

Section A

1. Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement
2. a statement by a third-party landlord, owner or tenant from whom the parent(s) or person(s) in parental relation leases or with whom they share property within the district.
3. such other statement by a third-party establishing parent(s) or person(s) in parental relation physical presence in the School District.

Section B

4. pay stub
5. income tax form(s)
6. utility bill or other bills (e.g., Electric, Gas, Water, Cable, Oil Heat, etc.).
7. membership documents that are based upon residency with address
8. voter registration document(s)
9. official driver's license, learner's permit or non-driver identification
10. state or other government issued identification
11. documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee resettlement)
12. evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship papers
13. Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in the School District.

If you have any questions regarding the fulfillment of the District's residency requirements or are homeless, please contact the District Registrar.

Report Card (most recent) from the school the student is currently enrolled. Note: For High School students, please provide a transcript with all grade levels attended as well as a schedule of current courses the student has taken within the current year. If applicable, please provide copy of IEP, 504 Accommodation Plan, or other applicable documents. A release for education records from the former school (if any) will need to be completed.

Immunizations: Details of all public health requirements are outlined in the registration packet. The school nurse will review and approve immunization records prior to the enrollment of new students.

Parent(s)/Guardian(s) shall provide proper proof of parental relationship - The School District may require the parent(s) in parental relation to provide the School District with an affidavit either: (1) indicating that they are the parent(s) in parental relation with whom the child/children lawfully resides; or (2) indicating that they are the person(s) in parental relation to the child/children, over whom they have a total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise. The School District may also accept other proof, such as documentation indicating that the child/children resides with a sponsor with whom the child/children has been placed by a federal agency. Please contact the District Registrar for additional information.

Please contact the **District Registrar**, at 516-364-5669 to set up an appointment to enroll the student(s). The Office of the District Registrar is located at South Woods Middle School, 99 Pell Lane, Syosset, NY 11791.

PLEASE BE ADVISED that in order for your child/children to attend the **Syosset Central School District**, you must be a resident of the School District.

Section 210.45 of the Penal Law of the State of New York prohibits the making of a false written statement. Therefore, your statements contained in your registration application must be true and accurate.

If the School District determines at any time that you are not a resident of the School District, your child/children will be excluded from the School District. Further, you will be liable to the School District for payment of tuition from their date of enrollment through their date of exclusion, as well as the costs of collection.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

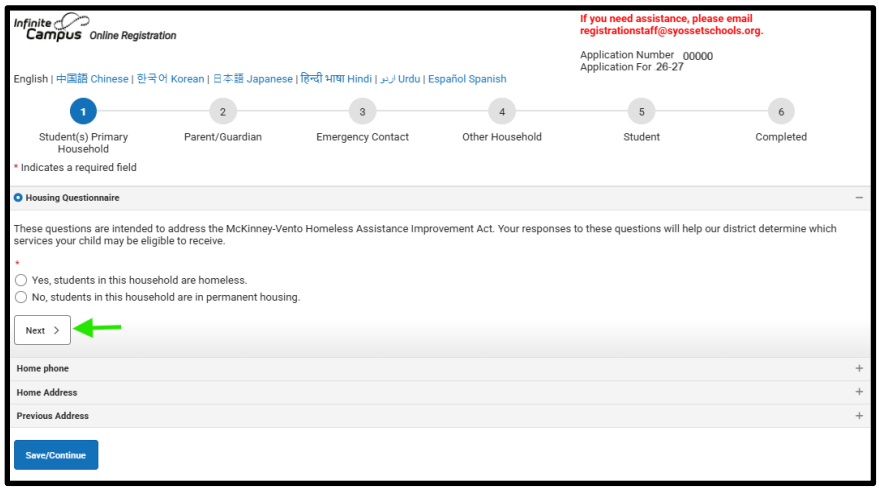
NOTE: Red pop-up messages may appear if you attempt to leave a page with required fields. To remove the pop-up, click on the pop-up message.

If you need assistance, please call (516) 364-5669 during business hours or leave a message and a representative will be back in touch with you the next business day.

Begin (or Return to) Application

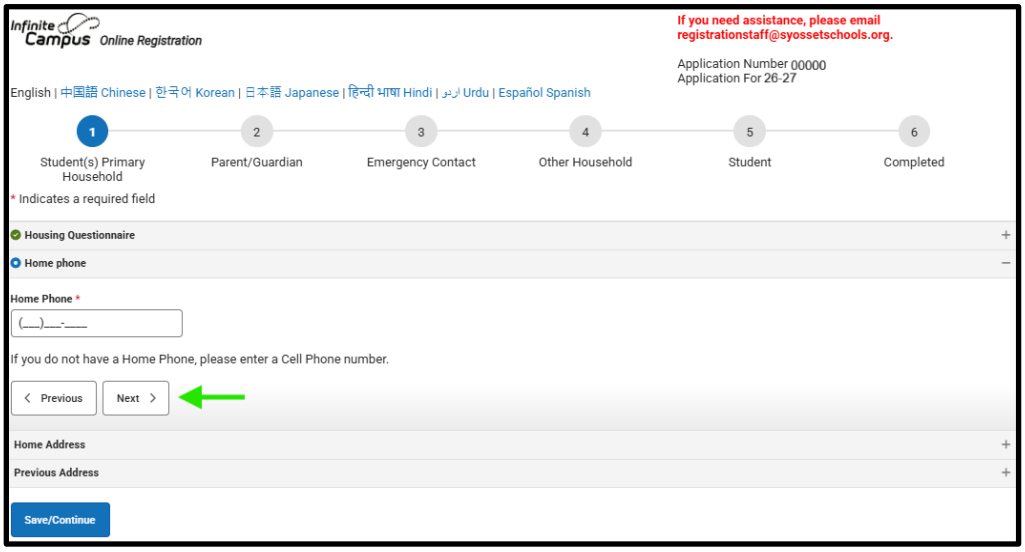
Step 6: Student(s) Primary Household/Housing Questionnaire

Answer each question (only those with a red asterisk *) in each individual section and click **Next.**



Step 7: Home Phone

Please note that if you do not have a home phone number, you may use a cell phone number. Click **Next.**

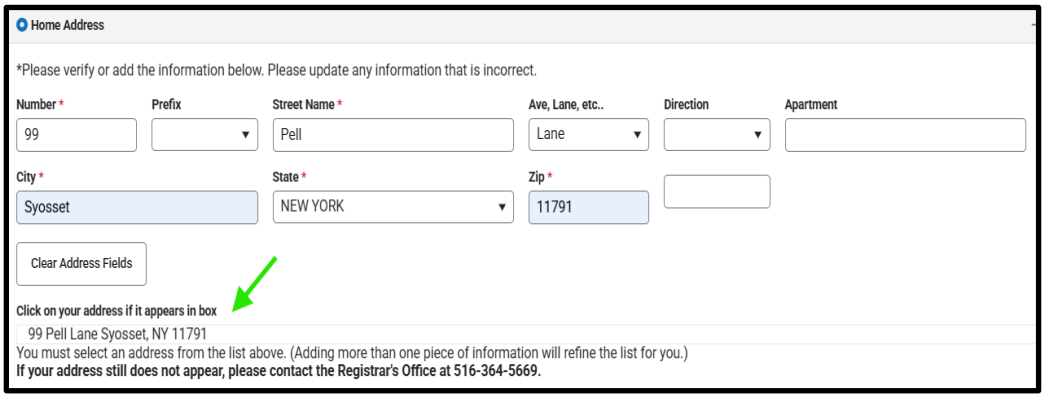


This document translation has been computer generated.

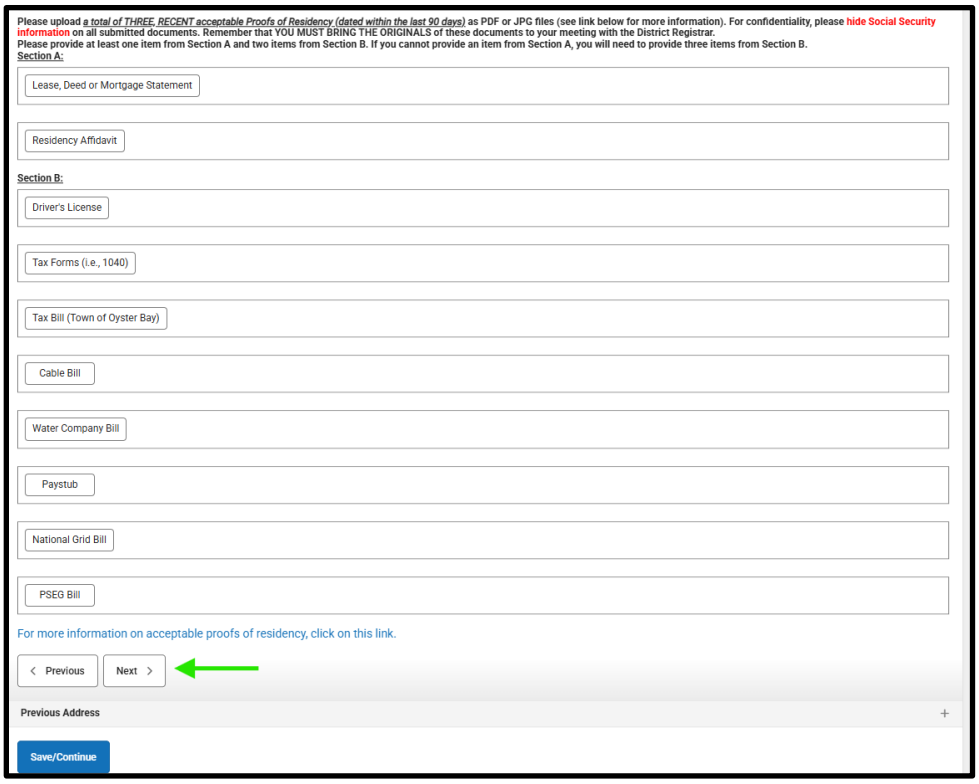
<u>Step 8:</u> Home address/Proof of Residency

Under **Home Address**

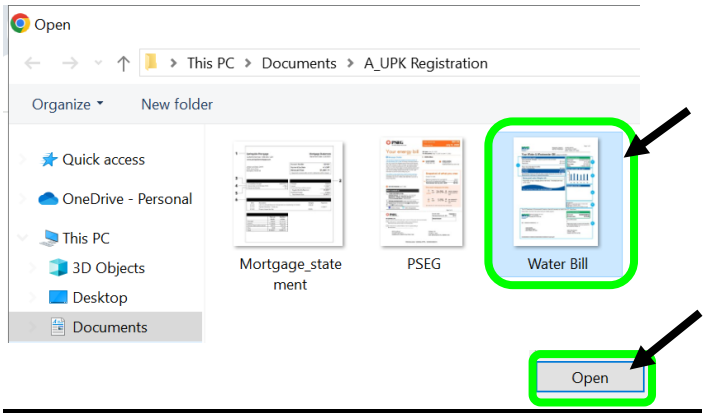
Enter your home address in the boxes provided. As you begin to type in your address, it will start to appear in the box below. When you see your full address in the box below, click on it and the rest of the address fields will be filled in automatically. If you do not see your address, please contact the **Registrar's Office at 516-364-5669**.



<u>Step 8 Continued:</u> Please upload ***<u>a total of 3 RECENT acceptable Proofs of Residency Documents (dated within the last 90 days)</u>*** as either a .PDF or .JPG file type.
Select one from Section A, click on the form uploading. This will take you to your computer's local storage (see example below). **Then Click two forms from Section B** and provide two documents. **If you cannot provide a document from section A, you will need to provide *<u>three</u>* documents from section B. Click <u>Next</u>.**



<u>Please see the example below on how to upload a document from your computer.</u>
Click on the File to upload
Click: **<u>Open</u>**
See image below for reference.

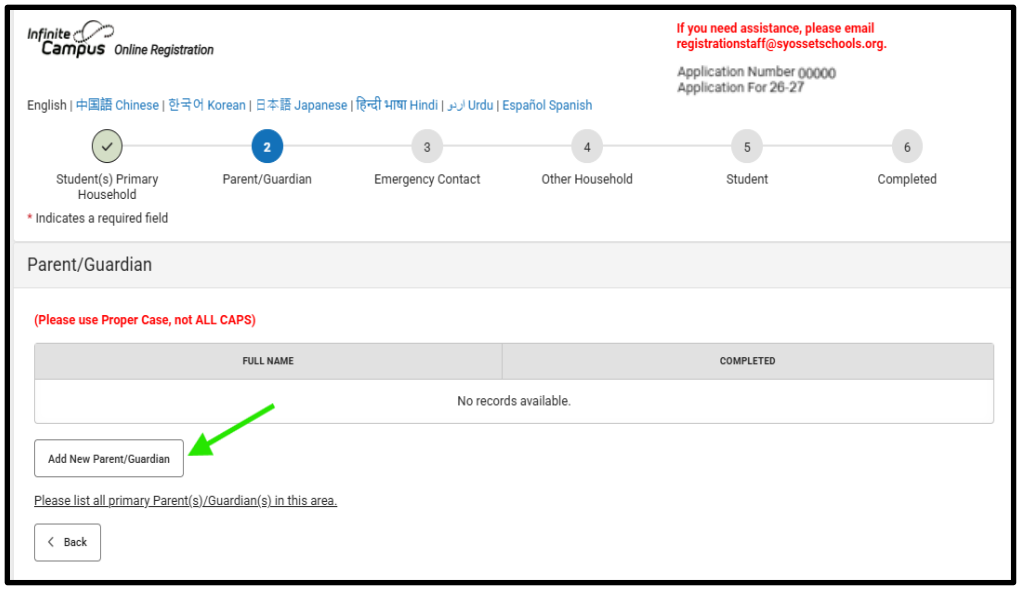


<u>Step 9:</u> Previous Address

If you have a previous address please click Yes and complete the fields, if not please click **<u>Save/Continue</u>**.

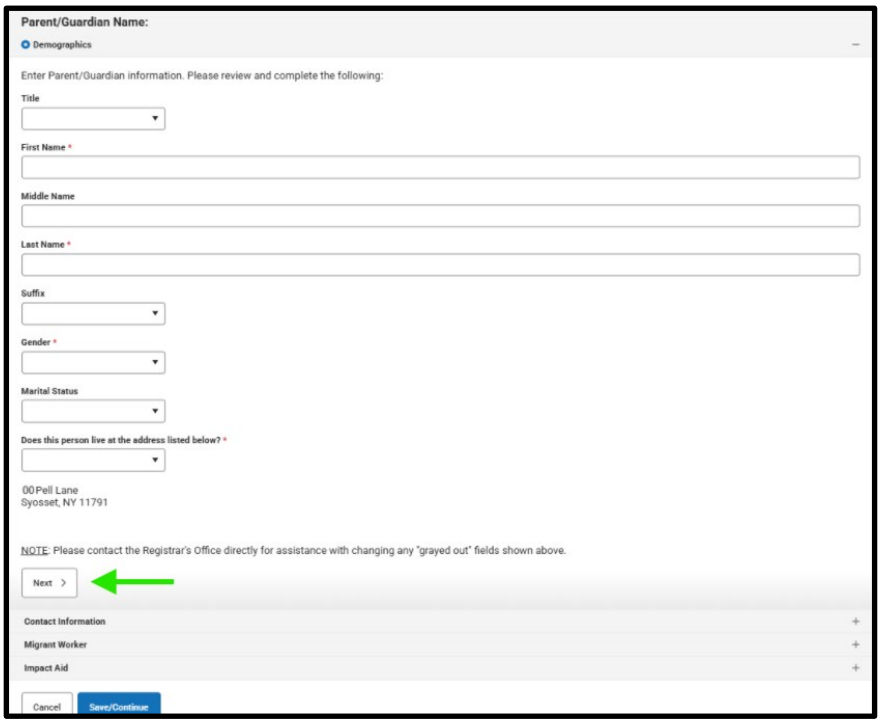
<u>Step 10</u>: Parent/Guardian

Click on **<u>Add New Parent or Guardian</u>**.



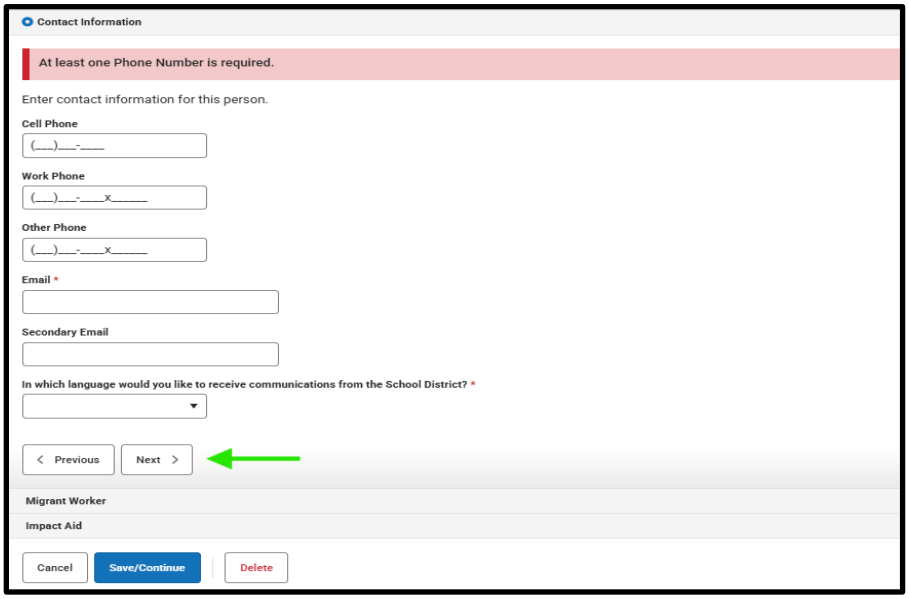
Step 11: Parent/Guardian Information

Enter the necessary information, then click Next.



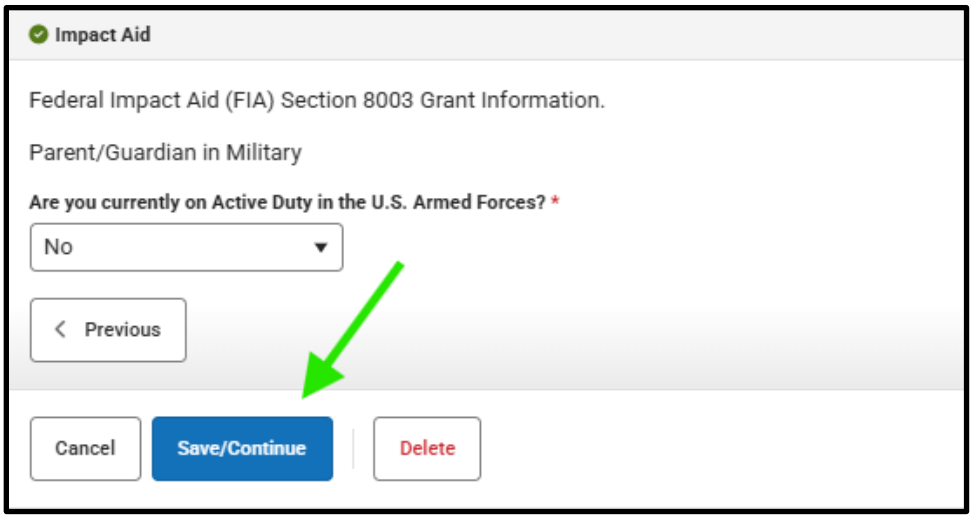
This document translation has been computer generated.

<u>Step 12:</u> Contact Information
Enter the contact information for this parent/guardian. Enter at least one phone number and email address. Do not use the same email address for both parents/guardians. Then click **<u>Next.</u>**

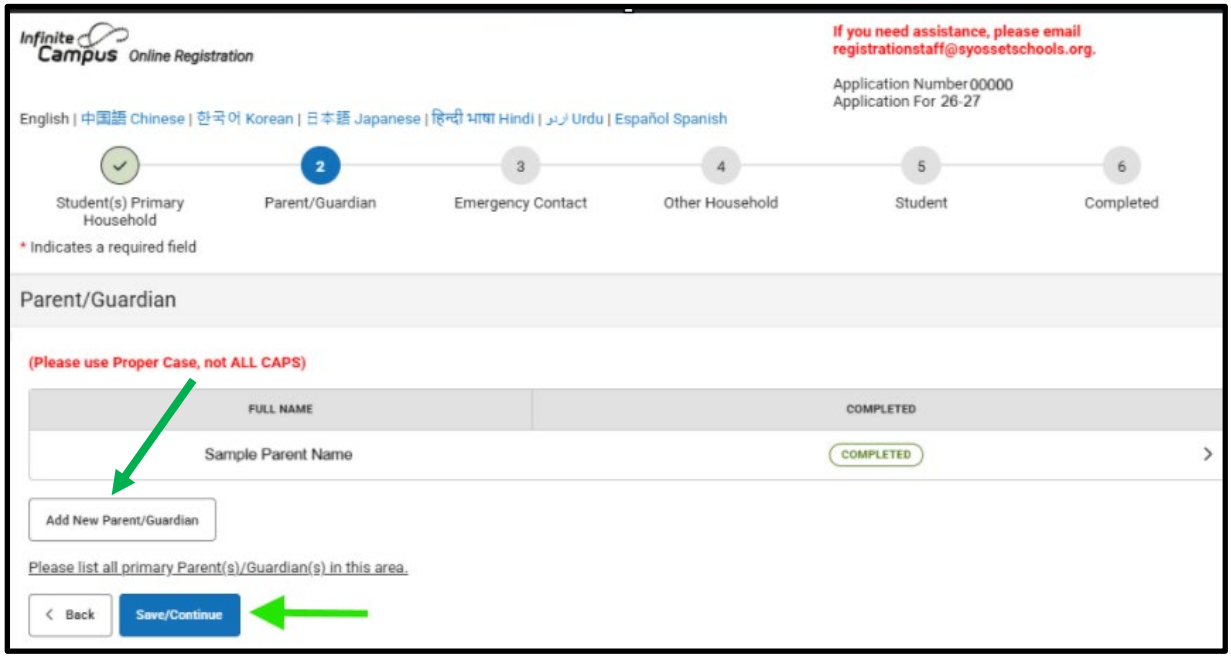


<u>Step 13:</u> Migrant Worker
The next question asks if you work for an agricultural business. Answer **Yes** or **No**. Then click **<u>Next</u>**.

<u>Step 14:</u> Impact Aid
The next question asks if you are on active duty in the U.S. military. Answer **Yes** or **No**. Then click **<u>Save/Continue.</u>**



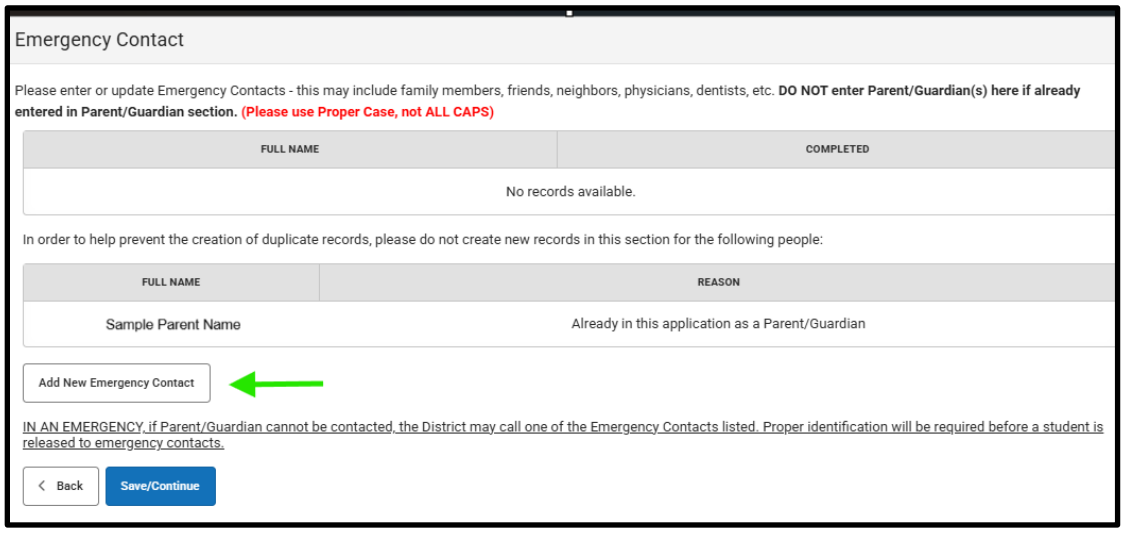
This page shows the first Parent/Guardian information that was entered. If it says Completed, then all the information is complete. If it says Incomplete, **click on the Incomplete tab** to fill in the missing information. You may also add a new parent/guardian, go back, or save/continue. If you do not wish to add another parent/guardian, click **Save/Continue.**



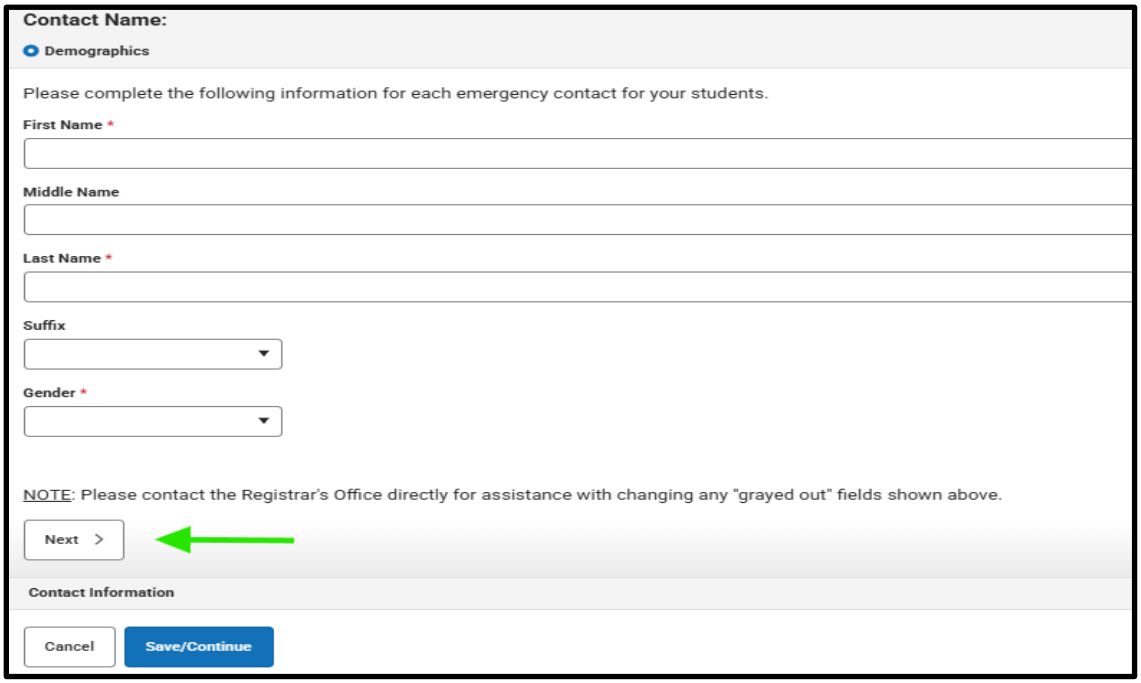
This document translation has been computer generated.

<u>Step 15:</u> Add Emergency Contact

Enter the necessary information for the emergency contact that is **NOT** the parent or guardian.

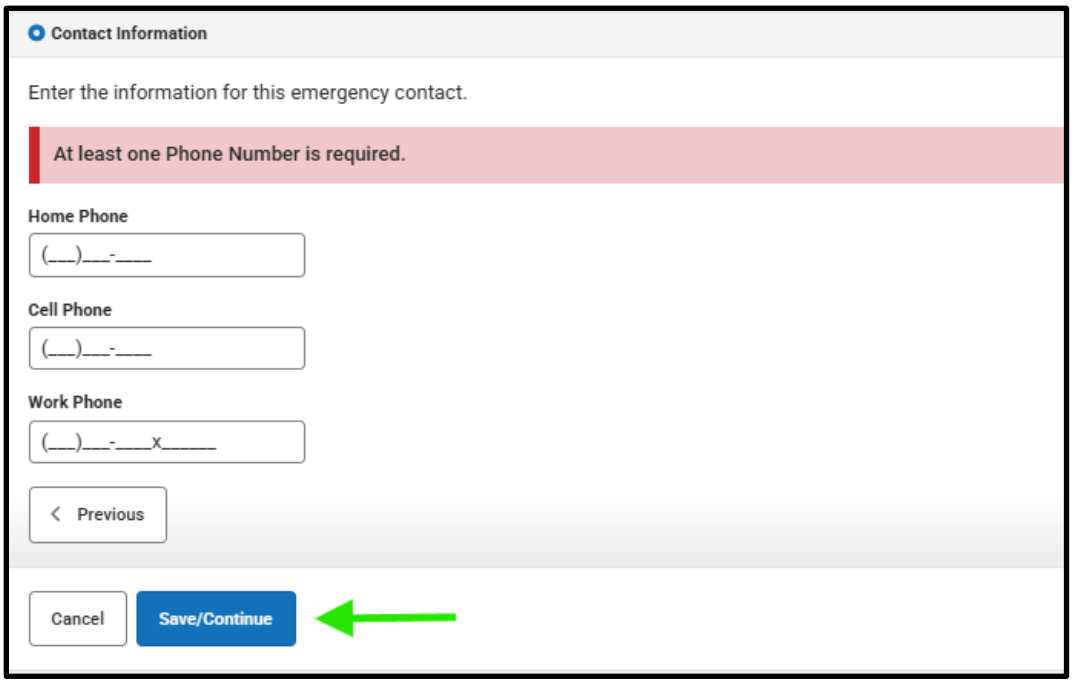


<u>Step 16:</u> Add Emergency Contact Information, then click **<u>Next.</u>**



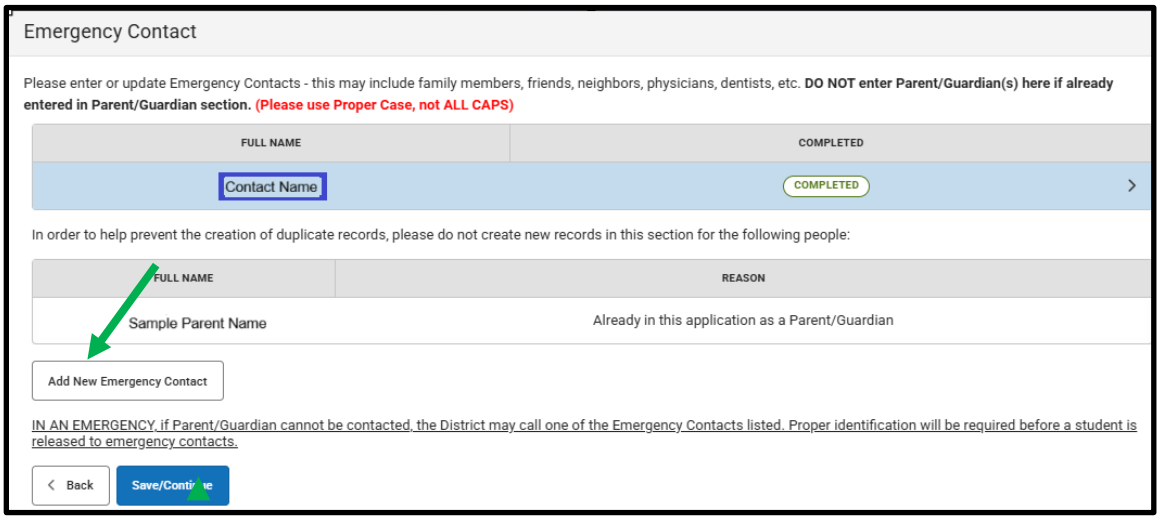
<u>Step 17:</u> Emergency Contact Phone Number

Add a telephone number for the emergency contact. At least one phone number is required. Then click **Save/Continue.**



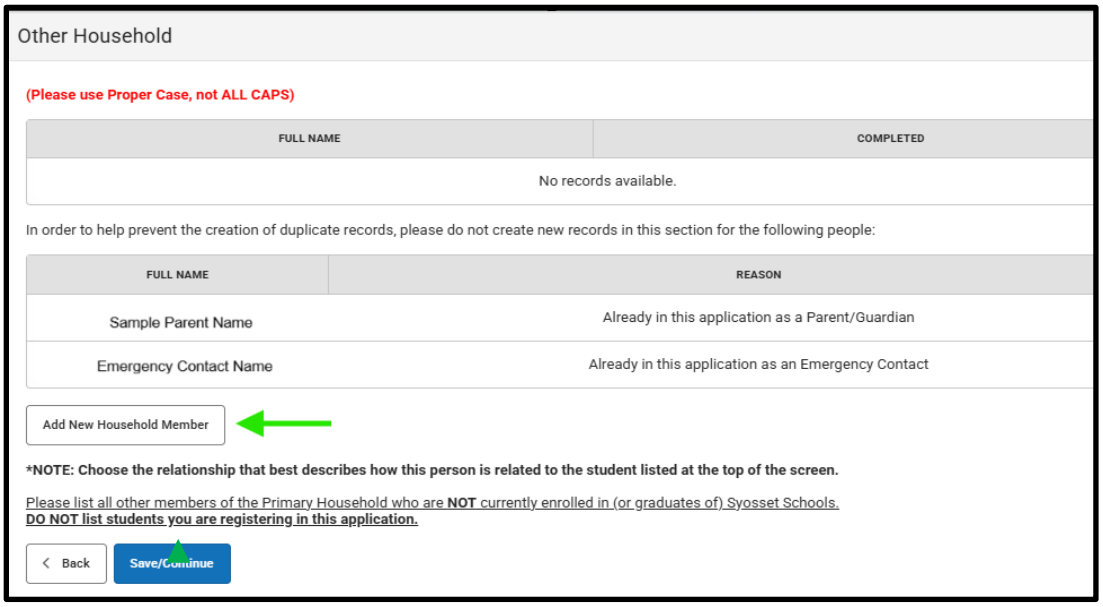
Step 18:

The emergency contact is shown on this page. If it says Completed next to the name, all the information is complete. If it says Incomplete, click **on the Incomplete tab** to fill in the missing information. You may also add additional emergency contacts.
Once done, click **Save/Continue.**



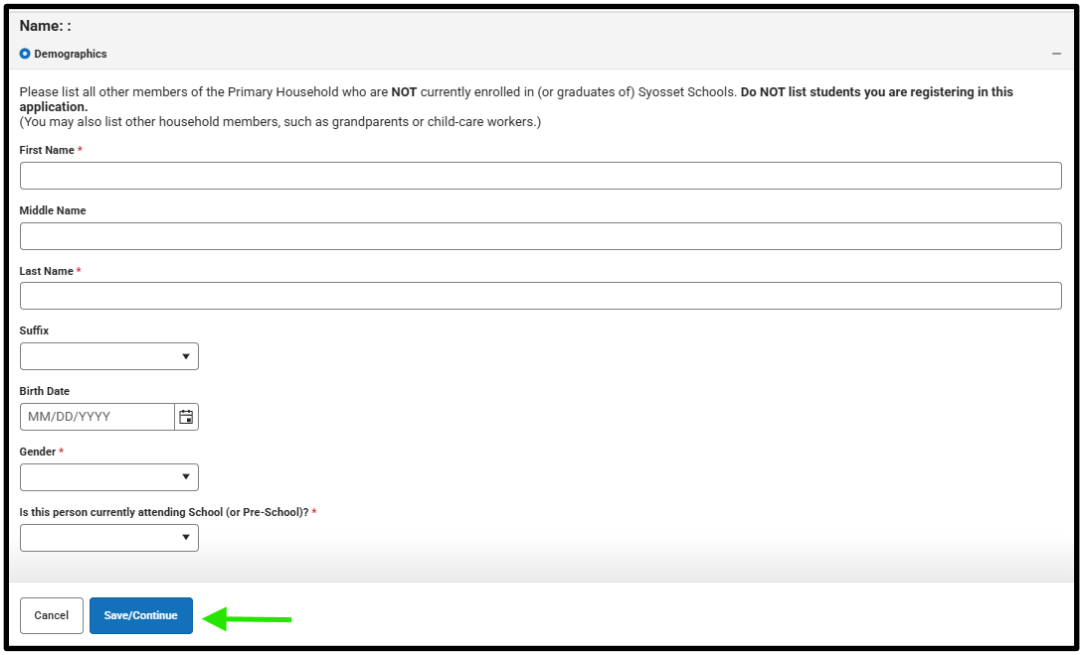
Step 19: Other Household Member

Please list additional members of the household who are not members or graduates of Syosset Schools. Please do not list the student for whom you are enrolling. Then click **Add New Household Member.** ***If you are not adding a new member, click on Save/Continue.***

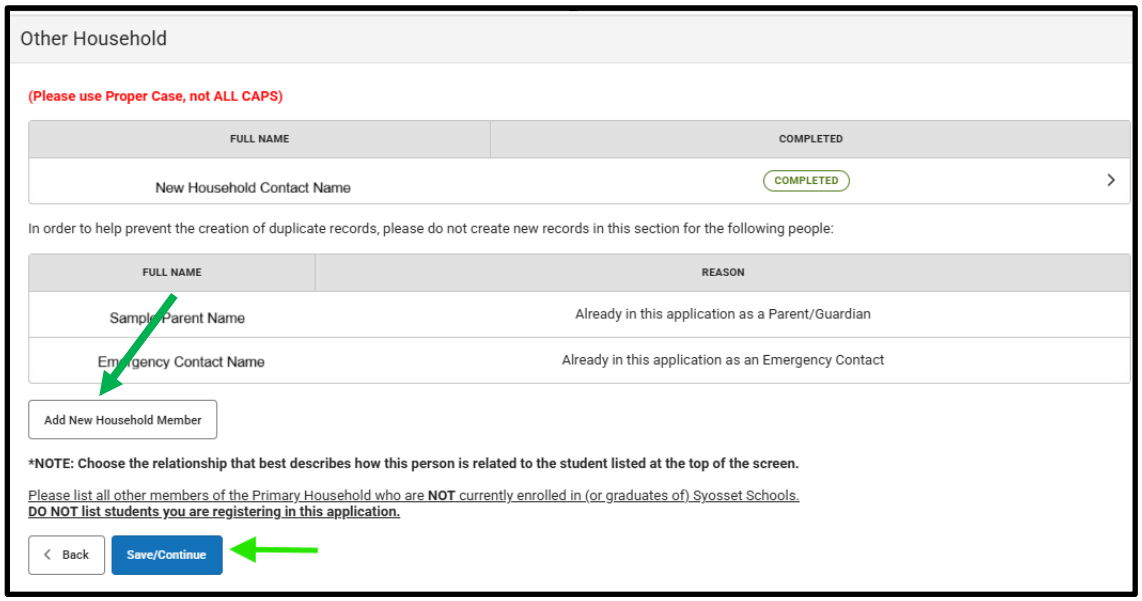


Step 19 Continued: Other Household Member

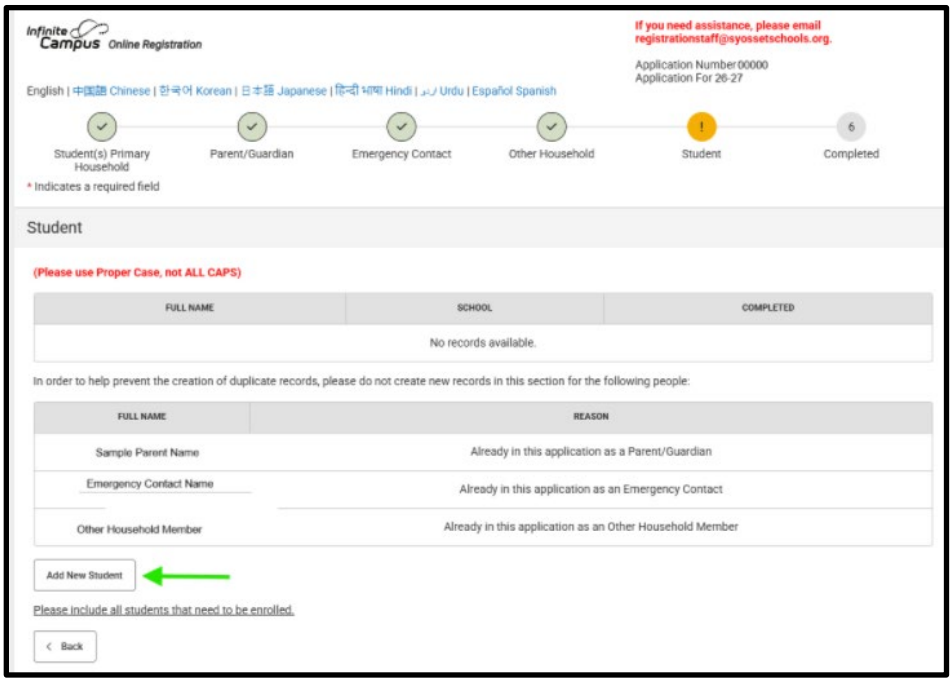
If you are adding a new member, please fill in all necessary information and click **Save/Continue.**



Step 20: This page shows the other household members. If it says Completed, all the information is complete. If it says Incomplete, click **on the Incomplete tab** to fill in the missing information. If this page is complete and you don't want to add another household member, click **Save/Continue.**



Step 21: Add New Student
Click **Add New Student.**

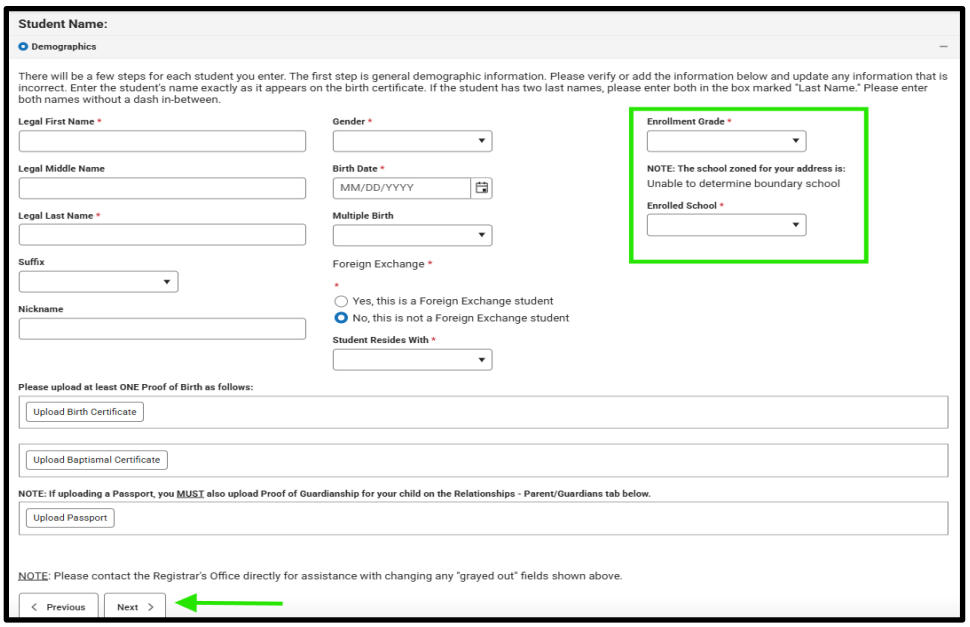


Step 22: Students Name/Demographics

*****For Enrollment Grade choose PKLo.**

For Enrollment School choose Universal Pre-K

Once you have successfully entered all the information and have uploaded the required documents, click **Next.**



Step 23: UPK Lottery Questions

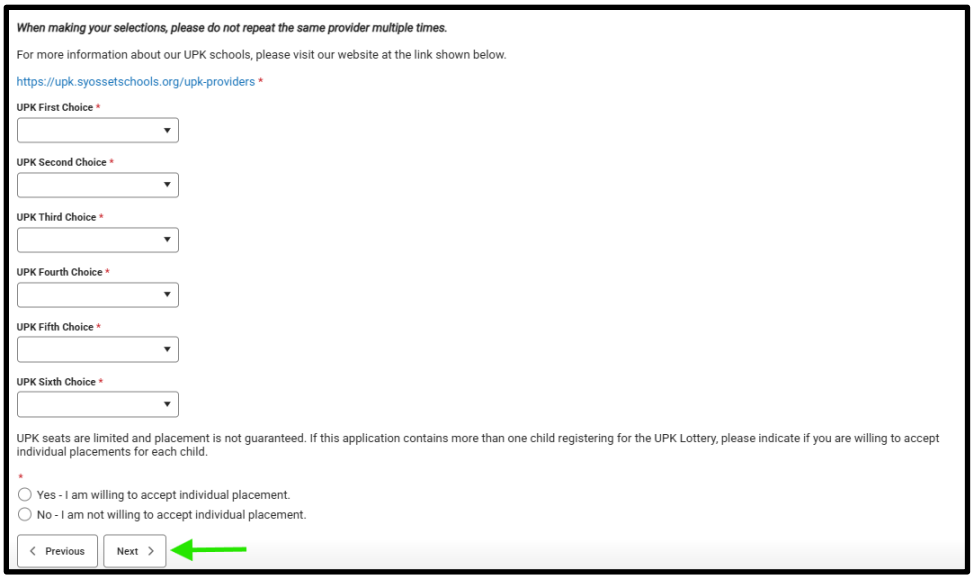
You will be asked to rank your choice of UPK providers in order of preference.

For more information about our UPK schools, please visit our website at the following link: https://upk.syossetschools.org/upk-providers.

You must click on the link to continue the registration process.

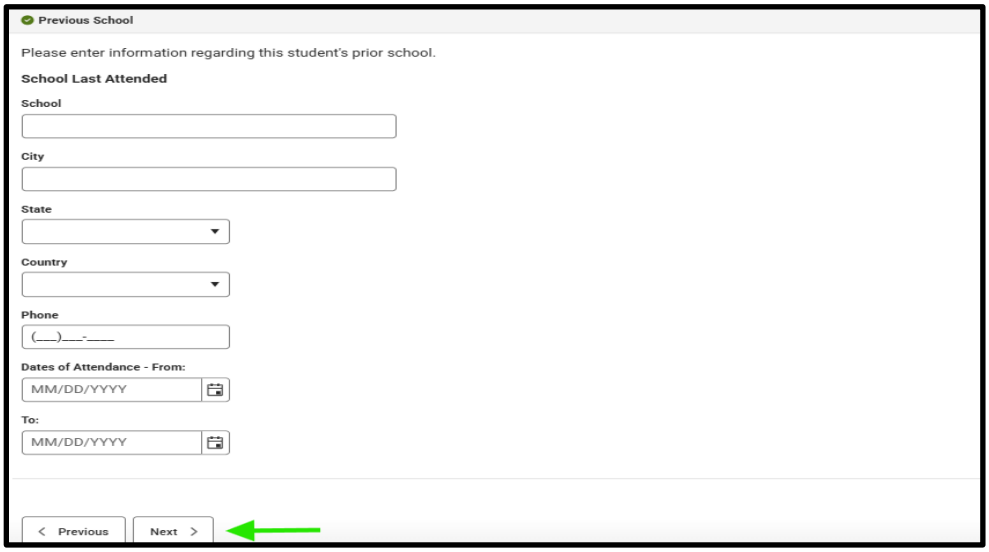
Please do not repeat any choices. **Your application will be returned to you for revision if not completed correctly. All 6 schools MUST be on your ranking list.**

Click **Next.**



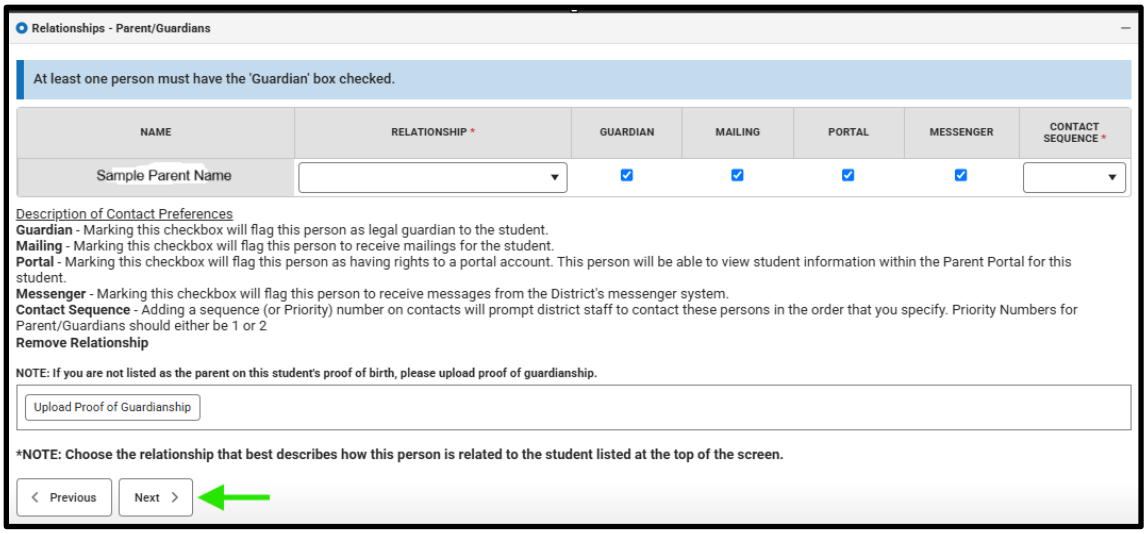
Step 24: Previous School Attended

If applicable, enter the school that the student previously attended. Click **Next.**



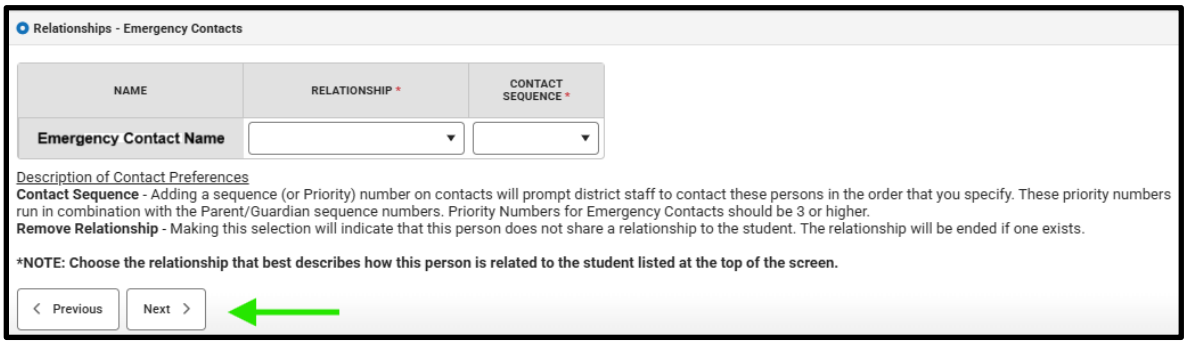
Step 25: Relationships Parents/Guardians

Provide the Relationship of the guardian to the student and the contact sequence. If you did not upload any proof of birth in the “Add New Student” section, upload proof of guardianship here. Click **Next.**



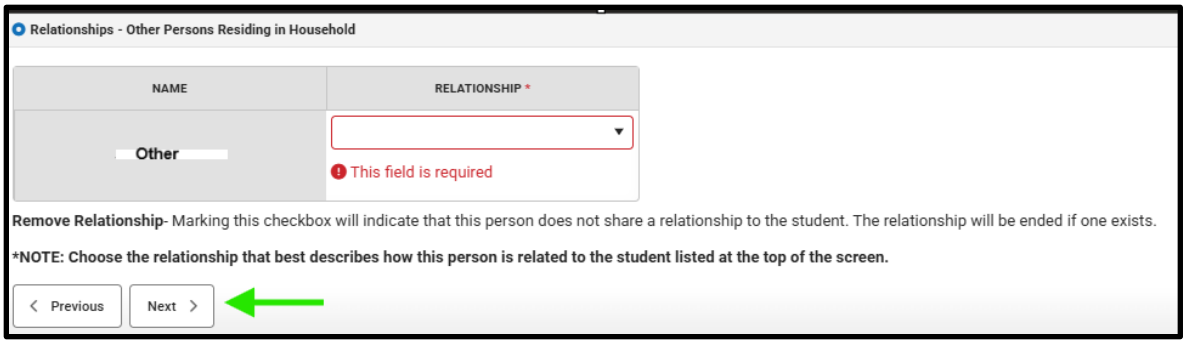
Step 26: Relationships - Emergency Contacts

Provide the Relationship of the emergency contact to the student and the contact sequence (who should be contacted first, second, etc.). Then click **Next.**



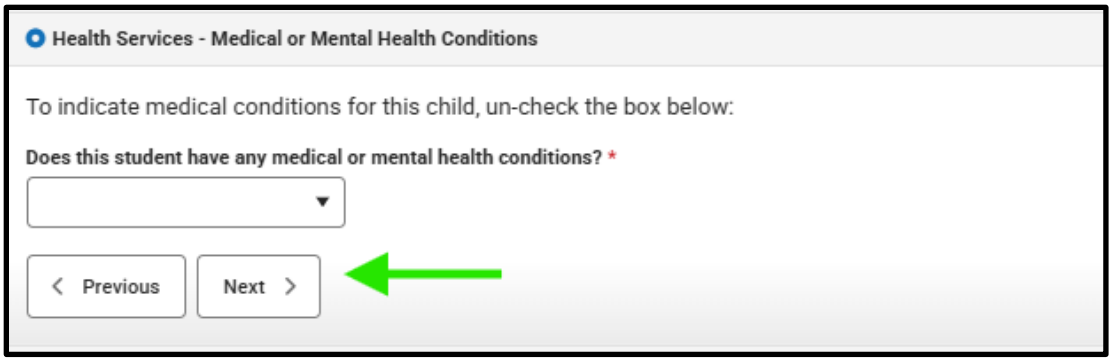
Step 27: Relationships - Other Person Residing in Household

Provide the Relationship of the household member to the student. Then click **Next.**



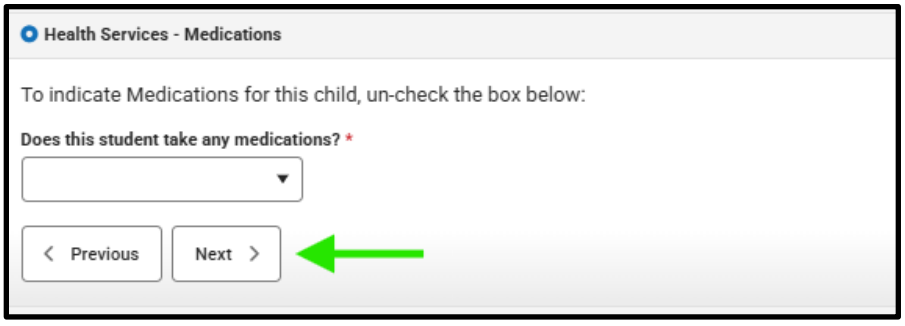
Step 28: Health Services - Medical or Mental Health Conditions

Please indicate if the student has any medical or mental health conditions. Click **Next.**



Step 29: Health Services - Medications

Please indicate if the student has any medical or mental health conditions. Click **Next.**



Step 30: Race Ethnicity

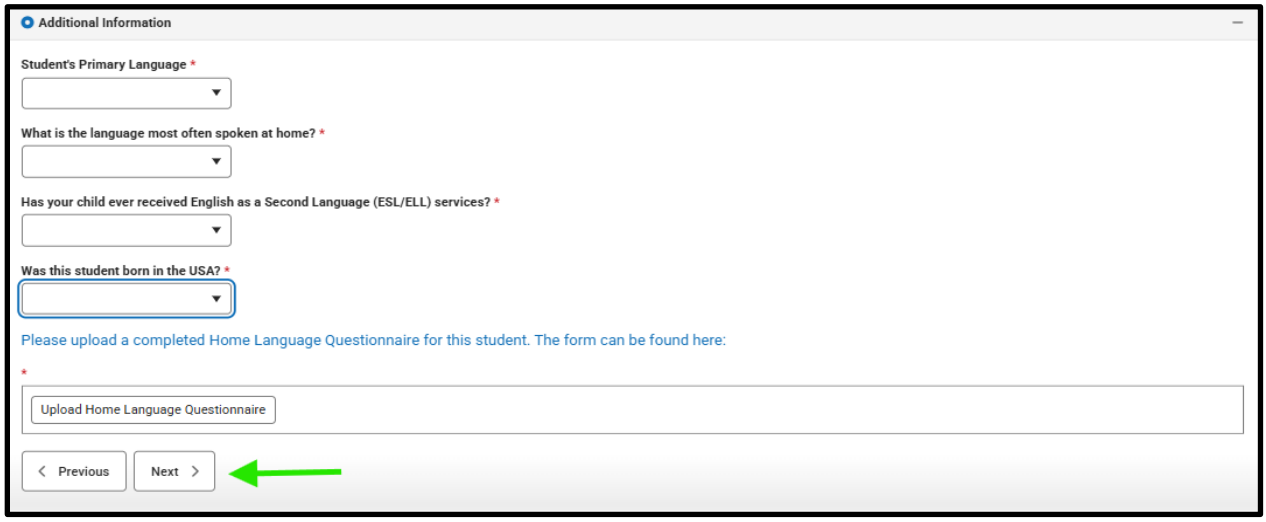
Provide the Race/Ethnicity of the student. Then click **Next.**

Step 31: Additional Information-Student's Primary Language

Provide the students' primary language. The information that is needed has a red star * next to it. You are required to upload the Home Language Questionnaire. Click ***Please upload a completed Home Language Questionnaire for this student*** to open the Language Acquisition Questionnaire. Fill out this form and save it on your computer. Then upload it under the button: Upload **Home Language Questionnaire.**

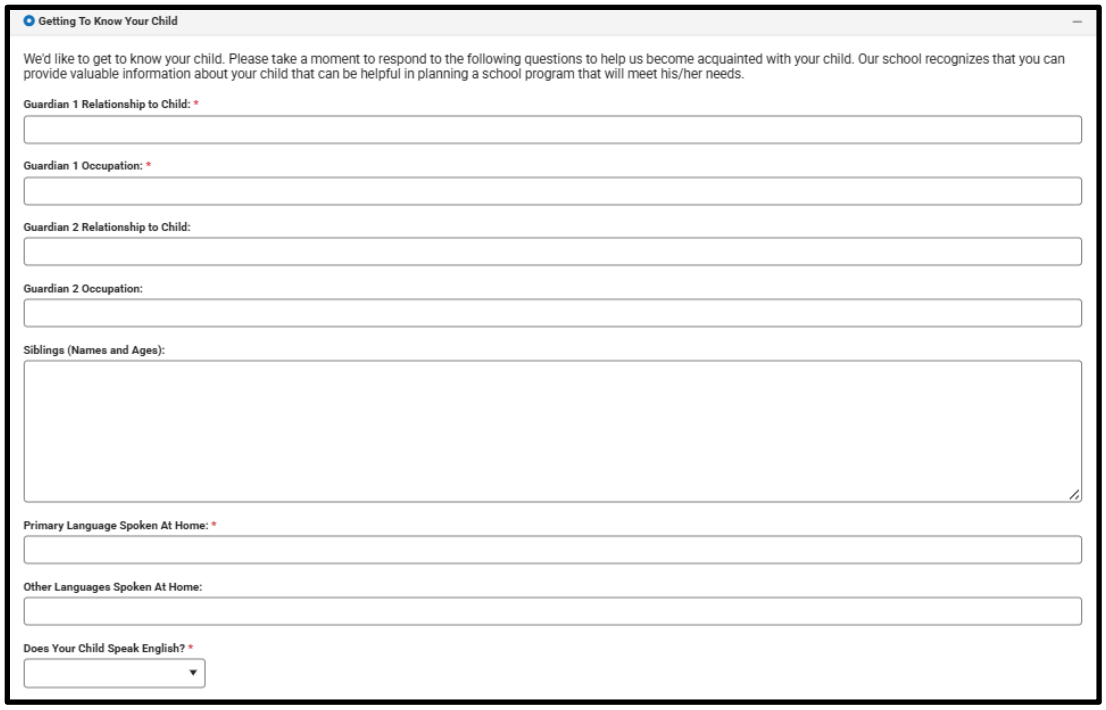
Once all the information has been successfully entered and uploaded, click **Next.**

Note: You may use this link to access the home language questionnaire. Home Language Questionnaire (HLQ)



Step 32: Getting to Know your Child

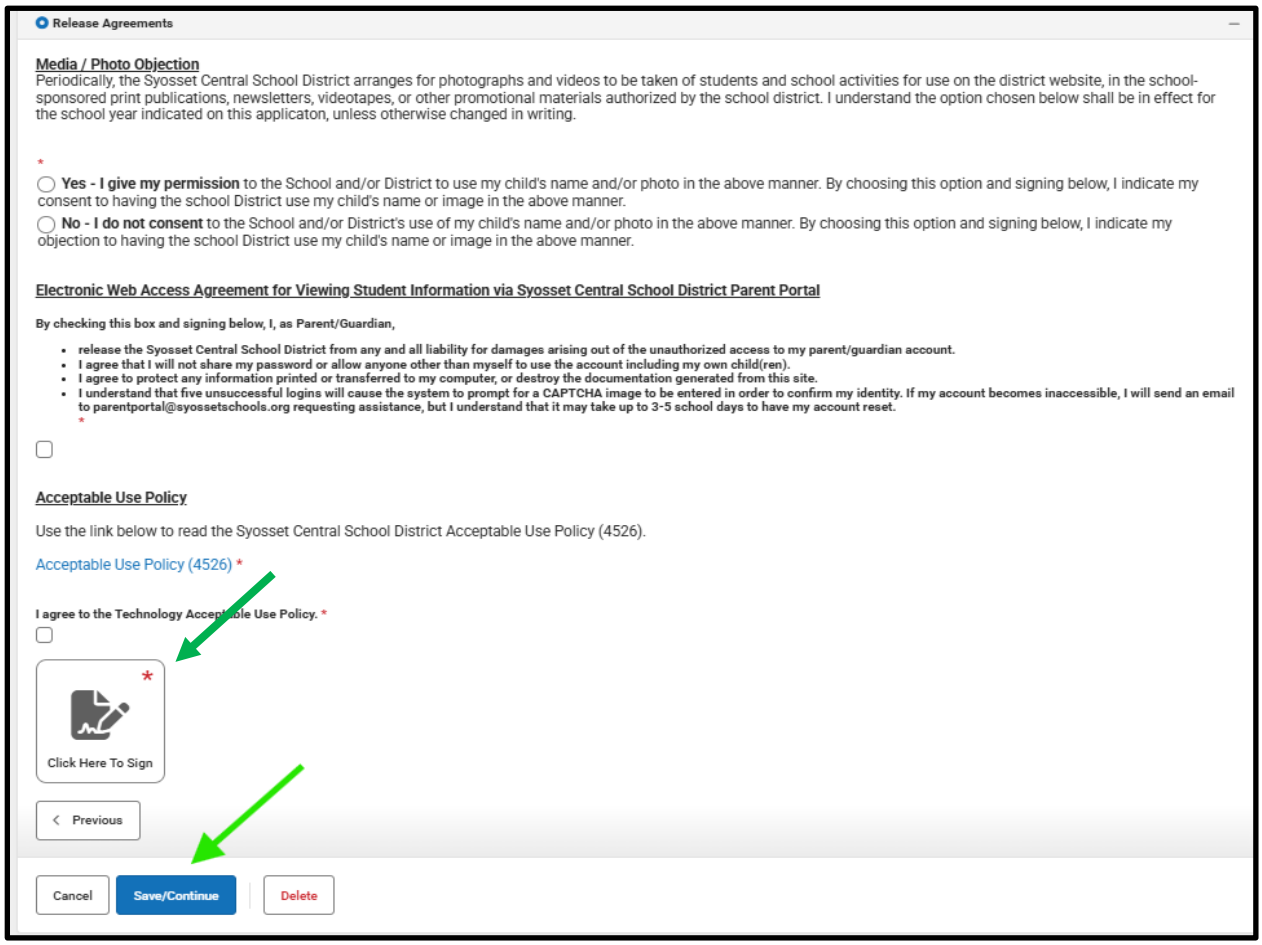
Please fill out the necessary boxes and click **Next** at the bottom when complete.



<u>Step 33</u>: Release Agreement

In the Release Agreements section, the information that is needed has a red star * next to it. You must click on and read the: **Acceptable Use Policy (4526)*** to continue. Once

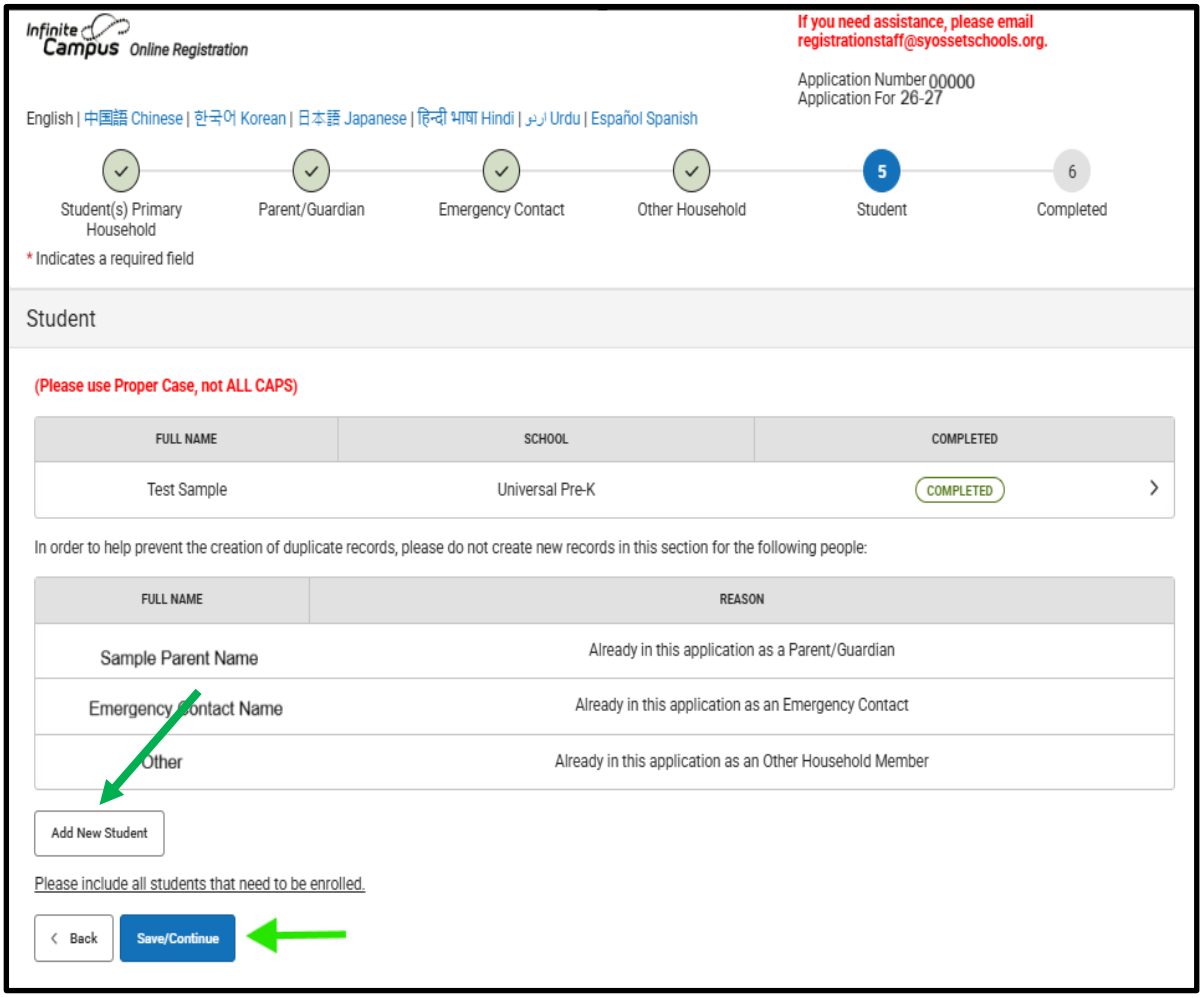
you have read the information click on **Click here to Sign** and sign your name electronically. Once completed, click **Save/Continue.**



Step 34: Student Registering Confirmation Page

This page lists the students. If it says Completed, all the information is complete. If incomplete, please click on the tab to review and complete the information. You may

also add additional students in this section, click on **Add New Student**. If the information is complete and you don't want to add another student, click **Save/Continue.**



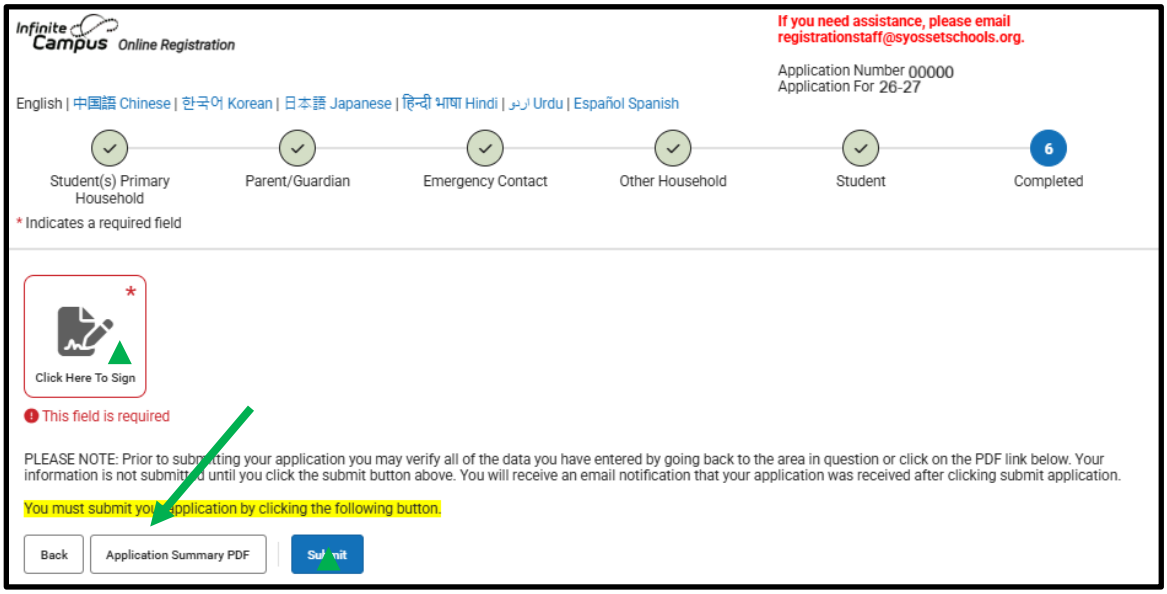
Step 35 (Final Step):

At the bottom of the box, click **Application Summary PDF** to review the information that you have provided is correct. This will open a new window showing the application.

If the information is **not correct** and changes need to be made, click **Back** to return to the application and make the necessary changes.

If the information is **correct** and no changes need to be made, click on the **Signature box** and sign.

Once you have reviewed your information, click **Submit.**
***Please note that once you click Submit no changes to the application can be made.**



If you clicked **Submit** this page will appear. You may click on: **Application Summary PDF** to see your application.

You will receive and email confirmation from **parentportal@ic.syossetschools.org** stating the following:

UPK Lottery Application Approved

Dear

Your Student Registration Application, number to enter the **LOTTERY** for the Universal Pre-K program through the Syosset Central School District has been approved.

To complete your application, you will need to bring **in-person *original*** hard copies of the three (3) proofs of residency that you **uploaded** on your application and your **child's original birth certificate**. ***Click this link to schedule an appointment for your document review.***

You will receive additional information once the lottery has been completed. Please monitor your e-mail. Should you have any further questions regarding the ***UPK Lottery*** program, please e-mail preK@syossetschools.org.

You will receive additional information once the lottery has been completed. Please monitor your e-mail (please also check your spam/junk folder as well). Should you have any further questions regarding the ***UPK Lottery*** program, please e-mail ngregory@syossetschools.org.