



INSTRUCTIONS FOR DISTRICT PERSONNEL INVOLVED IN THE REGISTRATION/ ENROLLMENT PROCESS

Security Aide

The Security Aide is the designation of District-wide security personnel who are charged with ensuring the safety and protection of all of the District's students, personnel and visitors. Security Aides are placed in every building in the District and provide access only to those individuals authorized to conduct business on school grounds.

When a person comes into the Central Registration Building, the security aide should greet them and ask if they have an appointment. The Security Aide should ask for photo identification. Whether or not the visitor has photo identification, they should be asked to sign the sign-in book and directed to the appropriate office or have a Registration Office employee assist them or make an appointment for them.

If the person cannot speak English and the security aide who makes first contact with the person in the Registration Office does not speak the person's language, the security aide must seek assistance from another District employee to assist the person who has sought assistance at the Registration Office.

The security aide shall not in any way interfere, prohibit or stop the person from proceeding into the Registration Office. Even if the person does not have photo identification the security aide will ask the person if they have an appointment and to sign-in and allow the person to proceed to the Registration Office.

Intake Into Registration

When the parent or person in parental relation arrives in the Registration Office, a staff member should introduce himself/herself and ask the person the purpose of his/her visit. If they have an appointment, the Registration Office employee should take all their papers and complete the registration process. If they do not have an appointment, the district employee can assist the parent in making a future appointment. If the person cannot speak English and the District employee who makes contact with the person in the Registration Office does not speak the person's language, the District employee must seek assistance from another District employee to assist the person.

Provided that the District employee can speak with the person in his/her language, the District employee should answer any questions that may be posed. If the person is coming in to register a child, the District employee should take all of the person's documents and information

to aid in the registration process.

These documents include:

A. Proof of Age:

When available, a certified birth certificate or record of baptism (including a certified transcript of a foreign birth certificate or record of baptism) giving the date of birth will be used to determine a child's age. If either of these documents is available, the District will not require any other document to determine a child's age. If these documents are not available, a passport (including a foreign passport) may be used to determine a child's age. If a passport is not available, the District will consider other documentary or recorded evidence in existence for at least two years to determine a child's age. Other evidence may include, but not be limited to, 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;
- (J) Documents issued by federal, State or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement);
- (8) Court orders or other court-issued documents;
- (9) Native American tribal document; or
- (10) Records from non-profit international aid agencies and voluntary agencies.

If the above documents originate from a foreign country, the District may request verification from the appropriate foreign government or agency. The verification will not delay enrollment. It is the District's burden to verify proof of age. The District shall not demand that the parent or person in parental relation translate any documents or verify proof of age, beyond providing the above-documents.

PLEASE NOTE: If the Parent/Guardian does not have valid proof of age, then the initial Registration Process will not be delayed. However, the parent should be advised that they have 3 days to provide documentation establishing the student's age. At this time the employee assisting the Parent/Guardian should give them a [checklist](#) and continue with the registration process.

B. Proof of District Residency

To establish that the student you are registering lives in the Hempstead School District, the following proof of residency shall be required:

1. Owners may provide:

A mortgage or closing statement, or a deed or tax bill to prove ownership, or a notarized home-owner affidavit, and any **two** of the following:

- Pay stub
- Income tax form
- Utility or other bills

- Membership documents (e.g. library cards) based on residency
- Nassau County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- Other original documents evidencing residency
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2. Tenants may provide:

A landlord statement, or a notarized residency affidavit, or a notarized rent receipt or notarized lease, and any two of the following:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Nassau County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil company bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- State or other government issued identification
- Other original documents evidencing residency

3. In addition to the above, a person other than a natural parent, but in parental relation, must present **one of the following:**

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as foster parent
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student.
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)

4. In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent where deemed appropriate, unless they have been deemed as unaccompanied youth according to the stipulations under the McKinney-Vento Act.
5. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy maintained in the student's file.

PLEASE NOTE: If the Parent/Guardian does not have valid proof of residency, the Registration process will not be delayed. However, the parent should be advised that they have 3 days to provide documentation establishing residency within the district. At this time the employee assisting the Parent/Guardian should give them a [checklist](#) and continue with the registration process.

C. Immunization

New York State Law Section 2164 requires certain immunizations (shots) to attend school. Proof of immunization must be **any 1 of the 3** items listed below:

- An immunization certificate signed by a health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) a health care provider or a county health department
- A blood test (titer) lab report that proves the student is immune to the diseases

For varicella (chickenpox), a note from a health care provider (MD, NP, PA) which says the student had the disease is also acceptable.

The District employee processing registration should review the student's immunization record against the New York State Immunization Requirements for School Entrance/Attendance for the applicable school year. If the student either does not have an immunization record or an incomplete immunization record, then the District will provide the student an immunization record form. The Parent/Guardian should be advised that they have 14 days to complete the immunization requirements, unless the student is transferring from out-of-state or from another country. In such cases, the time to submit evidence of immunization may be extended to not more than 30 days. A notation to the student's file should be made indicating that the District will follow-up for compliance within 14 or 30 days, as appropriate.

PLEASE NOTE: The student's failure to provide proof of immunization does not halt or delay the registration process and the student's file should move on to the next step in the process.

After an inquiry into the student's immunization records has been made, the Nurse at Central Registration shall review all of the child's health records and make further inquiry into the student's health. This inquiry would include questions as to whether the student suffers from a chronic condition which requires special attention or accommodation

or presents with a communicable/infectious disease (i.e. asthma, seizures, allergies, chicken pox)

After the Nurse has made an inquiry into the student's health, then the student will be reviewed for testing and placement.

D. Placement Records and Testing

Elementary students require a transfer card, or report card. Special Education Students require a copy of the IEP (Individual Educational Program). Secondary students require a transcript of grades and courses completed. The District will assist in verifying the student's placement records, even if said records are in a foreign language or originate from a foreign country. The failure to provide placement records shall not delay registration and/or enrollment.

The placement records should be reviewed to determine at what grade level the student should enter in the District. If there are any questions or missing information in the student's placement records, then the registration employee will make contact with the student's prior education institution in order to verify the student's placement records.

It is also at this time that testing should occur or be scheduled, if needed. This would include English proficiency or any other testing. The District employee responsible for testing at the time of registration should ensure that the relevant testing occurs as soon as practical, with a goal of completing all assessment testing within one to two school days.

COMPLETION OF THE REGISTRATION PACKET

Once the visit with the nurse and the testing is completed, three copies of all documents should be made, two copies provided back to the parent. The parent will be given a packet of materials which they should be instructed to bring with them to the student's new school.

The parent should then be told where and how to get to the student's school. The District employee should then place a telephone call to the District school where the student is going to attend. The District employee at the Registration Office must speak with the building Principal's secretary to let the school know a new student has been registered in the school.

SECRETARY TO THE BUILDING PRINCIPAL

When a telephone call comes from the Registration Office, the secretary should record in an intake diary that the student has been registered and will be enrolling in the school. The secretary shall inform the building Principal who is the Coordinator of Enrollment for the individual building.

The secretary should then inform security that a parent and child should be arriving from registration.

SECURITY AIDES AT SCHOOL

When security is notified that a parent and new student is going to be arriving from registration preparations should be made to greet the incoming student and parent at the security station and escort them to the Principal's office.

COORDINATOR OF ENROLLMENT

It is the responsibility of the Coordinator of Enrollment (COE) to ensure the completion of the enrollment process at the individual building level. The COE is charged with making sure that once a newly registered student has been placed in his/her school, that said student appears and attends classes and completes the enrollment process. It is imperative that the COE makes the student and parent's transition into the District as seamless as possible.

In order to make the student and parent feel welcomed into the District, the Coordinator of Enrollment should make every effort to meet the parent and child upon their arrival, when practical. It is at this time that the COE, along with his/her staff, should address any concerns or questions of the parent/ student.

The student should be then brought by the COE or his/her designee to the student's new classroom (Elementary) and begin the learning process or into the Guidance Office (Secondary) so the student can have a class schedule created.

It is the responsibility of the Coordinator of Enrollment to make sure that the Secondary student receives a schedule and is in class that same day.

It is also the responsibility of the Coordinator of Enrollment to report to the Enrollment Ombudsman if a parent and child did not arrive from registration following the telephone call from registration.

SCHOOL NURSE

Either prior to meeting with the COE or immediately thereafter, the parent will deliver the students health records to the School Nurse. The School Nurse will take the health information from the parent and file them to ensure that the student's basic health information is on file with the school, including but limited to, unique health issues (seizures, allergies, and emergency contact information). At this time the nurse should inquire as to whether the student requires any special medications or accommodations. (i.e. inhalers, etc.)

ENROLLMENT OMBUDSMAN

It is the duty of the Enrollment Ombudsman to know whether the students registered at Central Registration have been enrolled, discharged or withdrawn from the district within a reasonable timeframe. The Enrollment Ombudsman will track the progress of students as they proceed from completion of the registration process. The Ombudsman will work in conjunction with the Superintendent, or her designee, to create a reporting schedule detailing which students have not begun attending school within the district.

If the registered students have not attended class within a reasonable timeframe, then the Enrollment Ombudsman shall reach out to the student's parent/guardian.

ALL STAFF

Nothing in these instructions or procedures shall prevent the Principal, his/her designee (e.g. a Security Aide), or the Superintendent of Schools from enforcing the District's policies regarding Visitors to the Schools and Public Conduct on School Property (i.e. Policies 5300.60 and 5300.65).