

Dear Parents/Guardians:

Welcome to the Roslyn School District! All information/paperwork needed to register your child is below.

All appointments take place in the PPS Office, which is behind Roslyn Middle School at 375 Locust Lane, Roslyn Heights. Enter the parking lot of the school and make a left. Park in the small lot that overlooks the sports fields and basketball courts. The PPS Office is the door with the blue awning.

STEPS TO REGISTER YOUR CHILD:

1. **You will create an account in PowerSchool and fill out ALL online forms** [Create/Access Your Account Here](#)
(If you have registered a child previously via the PowerSchool online registration process, please log in with the email address and password used to create your account. If you have forgotten your password, please utilize the "forgot password" feature located on the login screen.)
Please Note: This is NOT a PowerSchool Parent Portal account username or password.
2. **Scheduling an IN-PERSON Appointment:** Once you complete and submit ALL of the on-line submission forms in PowerSchool, you will then be prompted to schedule a registration appointment. If you need to re-schedule an appointment, you must first cancel the original appointment.
3. **Download the registration packet here:**
Homeowner: [English](#) [Spanish](#) Renter: [English](#) [Spanish](#)
4. Your child does not need to attend the registration appointment.
5. Please make sure all documents are notarized prior to the appointment, as we do not have a notary in the office.
6. If your child has any special education needs, kindly send an email to the Registrar prior to your appointment so we can make sure to schedule your appointment when someone from the Special Ed Department will be available as well.

For any additional questions, feel free to contact the Registrar via phone or email.

Laura Jones
District Registrar
(516) 801-5070
RegOffice@RoslynSchools.Org