Great Neck Public Schools
Phipps Administration Building
Office of Registration
345 Lakeville Road, Great Neck, NY 11020 (516) 441-4080
residency@greatneck.k12.ny.us

Welcome to the Great Neck School District- 2026-2027

Early Intervention Services or Private School Registration Forms

You **must** reside in the District in order to register your child for school.

Registration is a three-step process.
Step one-move in, if you are NOT living in Great Neck, you are not permitted to register for school.
Step two- complete and submit the **Online Registration Application**. www.greatneck.k12.ny.us Administration>Registration After the application is submitted our staff will review the application within 1-3 school business days. All applications are reviewed in the order they are received. **Applications missing documents will delay your registration.**
Step three-Once your application is fully approved and all documents are received, you will receive an email to call our office to make an in-person appointment to verify your original documents. When that appointment is completed, your student's enrollment will take place.

WE DO NOT ACCEPT UNSCHEDULED WALK-IN REGISTRATION APPLICATIONS

Before you begin the online registration, please gather the following documents and scan them to your computer so you can upload them during the registration process.

The following documents are required for registration and can be uploaded into the Online Registration System. In the event the family is not able to present the required documentation, an in-person appointment may be requested by our registration team to determine what other documents will be acceptable to register the student in school.

Acceptable Proof of Residence: All of these will be uploaded while filling out the Online Application.
Homeowners, please provide one of the following: Deed, Current Town or North Hempstead Tax Bill (If you need a copy call (516) 869-7800), Closing statement, Proprietary lease (for Co-op).
Renters, please provide the following: Lease (all pages with complete landlord contact information), Rental Agreement (all pages with complete landlord contact information)
** Both Lease and Rental Agreement must be accompanied with the local village/town official rental permit for that property (must be supplied to the tenant by the landlord).

3 Pieces of Current Official Mail (i.e. utility bills, bank statements, credit card statements, insurance bills, and cell phone bills, etc., dated current or past month only).
▪ Parent/Guardian Photo ID
Student Records The following student records are also required:
▪ **Proof of Age (Original Birth Certificate).** If not in English an Official Notarized Translation is required. **(All students)**
▪ If a student is receiving special education services, a copy of the **IEP is required.**
▪ **Proof of Guardianship/Parental Relationship.** (Not required if parent is listed on birth certificate) If parents are divorced, documents indicating residential custody of the student are required.
▪ A Notarized Certification of Residency is required.

Great Neck Public Schools, Office of Registration and Attendance
345 Lakeville Road, Great Neck, NY 11020
residency@greatneck.k12.ny.us (516) 441-4080

Name:_____ Date:_____ Application #:_____

Early Intervention Services- School Registration Checklist 2026-2027

******Please include the application number in all correspondence******

____ Deed, Closing Statement, or Current School/Village Tax Bill
Or
____ Proprietary Lease (Co-op)
Or
____ Lease (all pages with complete landlord contact information)
Rental Agreement (all pages with complete landlord contact information)
**** Both Lease and Rental agreement must be accompanied with the local village/town official rental permit for that property (should be supplied to the tenant by the landlord).**
____ Current Mail 3 Different Pieces of Official Mail, utility bills work best-shipping labels are unacceptable, must be stamped within the past 30 days.

____ Certification of Residency (notarized)

____ Parent/Guardian Photo ID: You are Required to add all Parents listed on the Birth Certificate, to the Online Application in the Parent Section.

____ Custody Agreement or Notarized Affidavits if applicable. A secondary mailing will be set up for all non-household parents

____ Original Birth Certificate (Original and an official, notarized translation to English, if necessary)

Please make sure you SUBMIT the application. An email from "Parentsupport" will be sent as soon as you Submit the application letting you know it has been submitted. Check your email and make sure you receive this verification. All applications are reviewed in the order they are received. Please allow 1-3 business days for our staff to review your application.

If the application is complete and all documents are uploaded are correct, you will receive an email to call our office to make an in-person appointment to verify your original documents. Once that appointment is complete your student's enrollment will take place.

WE DO NOT ACCEPT UNSCHEDULED WALK-IN REGISTRATION APPLICATIONS**.**

If any of the documents are missing or information is incomplete, your application will be placed on HOLD, and you will receive an email letting you know what is missing.
Incomplete application or document will delay the processing.

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GREAT NECK PUBLIC SCHOOLS
REGISTRATION OFFICE
345 LAKEVILLE ROAD GREAT NECK, NY 11020

CERTIFICATION OF RESIDENCY (required document)

(Affidavit is valid for one year from date of notary signature, one affidavit per application)

This is to certify that I (we), _____ _____
(parent (s) names listed above)
understand this statement is being made UNDER THE PENALTIES OF PERJURY, so that all my school aged child/children listed below

_____ , _____
,
(print child/all children's name above living at this address)
may be admitted to the schools of the Great Neck Public Schools.

I am currently residing (living) at _____
(Address)
_____

I attest that it is my legal residence. I further certify that I **do not** maintain another residence outside the boundaries of the Great Neck School District. **I further certify I will be living with my children while they are attending Great Neck School.**

I understand that if I or the above mention child(ren) is (are) found not to be a legitimate residents of the Great Neck Union Free School District, **that I WILL BE LEGALLY RESPONSIBLE FOR AND WILL PAY THE SCHOOL DISTRICT'S ANNUAL TUITION RATE PER CHILD (Minimum range is $21,084.00-$31,915.00, RETROACTIVE TO THE FIRST DAY OF ADMISSION, ALONG WITH ANY COSTS ASSOCIATED WITH ENROLLING YOUR CHILD" and MY CHILD/CHILDREN WILL BE DISENROLLED**. I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I understand that the school district will make an announced home visit for purposes of residency verification. In addition, the district may make an unannounced home visit for the purpose of residency verification.

I further understand that if I move out of the home listed above, I will immediately notify the school district.
By signing below, I admit to having read and understood the above conditions.

_____ _____
Signature of Parent/Person in Parental Relation Date

Sworn to before me
This _____ day of _____, 20_____

_____
NOTARY PUBLIC

I have read and understood the above and am certifying the resident understands the statement they are signing. Please attach copy of ID.

_____ _____ _____
Signature of Translator Relationship Phone

Sworn to before me
This _____ day of _____, 20_____

_____
NOTARY PUBLIC

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