

Commack Union Free School District
480 CLAY PITTS ROAD • EAST NORTHPORT NEW YORK, 11731
(631) 912-2028 • FAX (631) 912-2045

Instructions for Registering Your Child

- Please call Registration at 631-912-2028 or email Registration@Commack.K12.NY.US to obtain the **link for the online registration application**.
- Complete and electronically sign the application.
- Schedule a Registration Appointment with the registrar AFTER you have submitted all of the forms and supporting documentation electronically.

This appointment **MUST** be done in person and a picture ID will be required. Appointments are scheduled to expedite the process and prevent parent/guardians from having extended wait times.

If you do not have access to a computer, you may fill out and sign the paper application.

Bring the following documents in the Document Checklist with you to the appointment:

- The **original documents** you uploaded for proof of residency as listed in Verification of Residency sheet
- Parent/Guardian Photo ID
- **Original** Birth Certificate or Passport (or other certification of age as listed in Verification of Age sheet) and your **child's immunization records** signed and stamped from your physician.
- Any custody papers, protection orders or legal guardian documents, if applicable.

Thank you for your cooperation.
Welcome to Commack Schools!

Registration Office Phone Number: 631-912-2028
EMAIL: Registration@Commack.k12.ny.us
FAX: 631-912-2045

COMMACK UNION FREE SCHOOL DISTRICT

REGISTRATION DOCUMENTS

VERIFICATION OF AGE

When available, an original or 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;
- (7) 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 for the appropriate foreign government or agency. The verification will not delay enrollment.

COMMACK UNION FREE SCHOOL DISTRICT

REGISTRATION DOCUMENTS

VERIFICATION OF RESIDENCY

The parent(s) or person(s) in parental relation must submit documentation and/or information establishing the physical presence of the parent(s) or person(s) in relation and the child in the Commack School District ("the District").

Required documentation is as follows:

1. Homeowners: *Must produce both:*
 - a. Deed or Mortgage Statement; and
 - b. Any two (2) of the items listed below

2. Renters or Residing with Others: *Must produce any 2 of the following:*
 - a. Current Lease or Utility Bill (if one exists); and/or
 - b. Renters Affidavit; and/or
 - c. Statement (Sworn or Unsworn) by Landlord or Person Whom you Reside or Written Statement explaining the circumstances why you are unable to submit a Statement by Landlord/Person Whom you Reside. You may instead submit a statement by a Third Party relating to your physical presence in the District; and/or
 - d. Any two (2) of the items listed below

(i.e., If a person produces a statement by a person whom you reside and 2 of the items below that show they reside in the District, the student will be registered in the District)

Below is a non-exhaustive list of forms of documentation that may be submitted. All documents must be original and current.

- (1) Pay stub with home address in the District;
- (2) Income tax form;
- (3) Utility or other bills;
- (4) Membership documents(e.g. library cards) based upon residency;
- (5) Voter registration document(s)
- (6) Official driver's license, learner's permit or non-driver identification with home address in the District;
- (7) State or other government-issued identification;
- (8) Documents issued by federal, State or local agencies (e.g., local social service agency, federal Office of Refugee Resettlement); or
- (9) Evidence of custody of the child including, but not limited to, judicial custody orders or guardianship papers.
- (10) Any other statement by a third-party establishing the parent(s) or person(s) in parental relation's physical presence in the District.
- (11) Any other document not listed above that would prove that the family resides in the District.