



## Admissions Offices

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### Registration Requirements

We are pleased to welcome you to The Academy Charter School District.

**Original** documents must be submitted at the time of registration.

#### 1. **Parent(s)/Guardian(s) shall provide proper proof of parental relationship**

<b>Parents</b> to provide	Child's original or certified birth certificate
<b>Foster Parents</b> to provide	Form DSS 2999
<b>Legal Guardians</b> to provide	Guardianship documents, from Surrogates Court or Family Court, signed by court officer.

#### **Affidavits** - Either

- indicating that they are the parent(s) with whom the child/children lawfully resides; or
- 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.

#### 2. **Documentation of age** - 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 (including an original or certified transcript of a foreign birth certificate
- b. passport (including foreign passport) giving the date of birth (Expired Documents will not be accepted).

#### **Other Supported Documents. (Expired Documents will not be accepted).**

- official driver's license
- state or other government issued identification
- military dependent identification card
- documents issued by federal, state or local agencies (for instance, local social services agency, federal Office of Refugee Resettlement)
- court orders or other court-issued documents
- Native American tribal document
- Note: The School District may need to verify these documents/record

3. **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.*

**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. Proofs must be current (within 3 months)**

**Section A (Expired Documents will not be accepted).**

- Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement.
- 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.
- Other forms of documentation and/or information establishing parent(s) or person(s) in parental relation physical presence in their school district they reside in (current property tax bill), current homeowner's/renter's insurance policy statement, etc.)

**Section B (Expired Documents will not be accepted).**

- Pay stub
- Income tax form
- Utility bill
- Official driver's license, learner's permit, or non-driver identification
- Documents issued by federal, state, or local agencies (e.g., local social services agency, federal Office of Refugee Resettlement)
- Evidence of custody of the child/children, including, but not limited to judicial custody orders or guardianship paper.

4. **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 educational records from the former school (if any) will need to be completed.

5. **Proof of Immunization**

A student will not be registered or permitted to attend school unless the student is immunized as required by N.Y. Public Health Law Section 2164. If you believe a limited statutory exception applies to the student, please contact the Academy admission office. One of the following proofs may be submitted as proof of immunization:

- A certificate of immunization prepared and signed by the health practitioner who administered the immunizing agents, that specifies the products administered and the dates of administration. The certificate of immunization may also show physician, nurse

practitioner, or physician assistant-verified history of varicella disease and/or laboratory evidence of immunity to measles, mumps, rubella, varicella, Hepatitis B and all three serotypes of poliomyelitis contained in the polio vaccines.

- A record issued by New York State Immunization Information System (NYSIIS) and/or the citywide immunization registry (CIR) may be accepted as a certificate of immunization.
- An official immunization record forwarded from the student's previous school signed by an official, which contains all of the required information.

Please contact the Admissions office for additional information.

State Law requires that the child's name must appear on the office card, permanent record card, health card, transcripts, all diplomas, and other official records. Requests to use "nicknames" or other names on these records may not be honored. Arrangements may be made to have such names used in class and on unofficial records.

**PLEASE BE ADVISED** that in order for your child/children to attend the Academy Charter School you must comply with the school district registration polices you reside in.

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.

- For more information about our enrollment process please contact the school your child / children will be attending.

## **Hempstead Campus**

### **Elementary School**

117N Franklin St  
Hempstead, NY 11550  
Tel: (516) 408-2200  
Fax: (516) 292- 2329

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### **Middle School**

159N Franklin St  
Hempstead, NY 11550  
Tel: (516) 408-2200  
Fax: (516) 280-3775

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### **High School**

127N Franklin St  
Hempstead, NY 11550

Tel: (516) 778-6071  
Fax: (516) 505-1236

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## **Uniondale Campus**

### **Elementary, Middle & High School**

100 Charles Lindbergh Blvd  
Uniondale, NY 11553  
Tel: (516) 591- 3030  
Fax: (516) 222-1251

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