

UNIONDALE UNION FREE SCHOOL DISTRICT  
CENTRAL REGISTRATION OFFICE

1060 Cornelius Court, Uniondale, NY 11553

(516) 560-8813

Office Hours: 7:30am to 2:30pm  
Monday thru Friday (As per school calendar)

Fax # (516) 918-2336

Gregory M. Singer

Administrative Assistant for Central Registration

**REGISTRATION INSTRUCTIONS**

The following original documents must be presented to complete the registration process:

- **Parent/ Guardian** must produce an **UNEXPIRED VALID Government Issued Photo ID**.
- **You must submit the original birth certificate** for each child. If the birth certificate is in a foreign language, we need an **English translation**.  
**If you cannot provide the above document of age:** In order to determine the programming needs of your child/children, you will need to bring in a passport or record of baptism.
- **You must submit a completed and notarized Form "A"** for each child.
- **IF YOU OWN A HOME**, you must submit: Form B (1 per family).
- **IF YOU ARE RENTING**, you must submit: Form C (1 per family).
- A completed **Home Language Questionnaire Form** for each child.
- **McKinney-Vento Act Form** completed for each child.
- **You must submit a Health History Form, Health Records Requirements Form, Certificate of Immunization, Physical Examination Card** for each child and it must be signed by a physician or health facility, for each child.

**In order to facilitate the registration process, we will be using a point system to help all registrants meet our registrations requirements. All information should be Unexpired and All Bills should be no older than 30 days with current address.**

Section A	Section B
<p>1) Copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement</p> <p>2) 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</p> <p>3) Such other statement by a third-party establishing parent(s) or person(s) in parental relation physical presence in the School District</p>	<p>1) Pay Stub</p> <p>2) Income Tax Form(S)</p> <p>3) Utility Bill Or Other Bills (E.G., Power Company, Cable, National Grid, Etc.).</p> <p>4) Membership Documents That Are Based Upon Residency (E.G., Library Cards)</p> <p>5) Voter Registration Document(S)</p> <p>6) Official Driver's License, Learner's Permit Or Non-Driver Identification</p> <p>7) State Or Other Government Issued Identification</p> <p>8) Documents Issued By Federal, State Or Local Agencies (For Instance, Local Social Services Agency, Federal Office Of Refugee Resettlement)</p> <p>9) Evidence Of Custody Of The Child/Children, Including, But Not Limited To Judicial Custody Orders Or Guardianship Papers</p> <p>10) Other Forms Of Documentation And/or Information Establishing Parent(S) Or Person(S) In Parental Relation Physical Presence In The School District.</p> <p><b>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.</b></p>