

WESTBURY UNION FREE SCHOOL DISTRICT



Procedures and Resource Manual for Student Registration and Enrollment

Office of Central Registration
545 Dryden Street
Westbury, NY 11590
(516) 876-5100
Hours of Operation:
Monday–Thursday 8:30 a.m.–11:30 a.m.

REGISTRATION INSTRUCTIONS FOR PARENTS/PERSONS IN PARENTAL RELATION SEEKING TO REGISTER A STUDENT IN WESTBURY PUBLIC SCHOOLS

These instructions, together with the training materials which have been provided to you, should provide you with the steps necessary to participate in the student registration and enrollment process for Westbury Public Schools.

PRELIMINARY NOTES

Note that resident students between the ages of five and twenty-one, and regardless of their English language proficiency, are entitled to attend a daytime academic program in the Westbury Union Free School District that allows such students to obtain credit toward a Regents diploma.

You are prohibited from any inquiries into the citizenship, immigration status or national origin at the time of or as a condition of registration. The only exceptions are for limited and targeted **post-enrollment** inquiries, such as collecting necessary data.

Please refer to these procedures and the training materials to ensure that families have the proper documentation to start the registration process.

BEGIN THE REGISTRATION PROCESS

Have the guest sign in and seek assistance from another District employee who speaks the language of the families coming to register.

Ensure that you answer any questions that the parent or student may have about the registration and enrollment process, with the assistance of a translator, if needed. If a language other than English, Spanish and Haitian Creole is required, the registration staff will seek interpreters from our Nassau BOCES as done for other matters requiring interpretations/ translations. If necessary, contact Juanita Sherwood at (516) 874-1658 to obtain a translator.

Review the registration packet for completeness and make copies of the required documentation. Upon meeting with the secretary, the families will meet with the nurse. The nurse will review the child's immunization record and physical exam.

Some of the items families will need to provide you at the Office of Central Registration include:

A. Proof of District Residency

To establish that the student registering lives in the Westbury School District, the following proof of residency shall be required:

1. Homeowners may provide:

A mortgage or closing statement, or a deed or tax bill to prove ownership and any **two** of the following:

- Pay stub
- Utility or other bills
- Income tax form

- Membership documents (e.g. library cards) based on residency
- Nassau County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil Company bill
- Insurance bill
- Official driver's license, learner's permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- State or other government issued identification
- Other original documents evidencing residency

2. Renters may provide:

A Renter's Affidavit, Landlord's Affidavit, and/or Third Party Statement, lease, and any **two** of the following:

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents (e.g. library cards) based on residency
- Nassau County tax bill
- Telephone bill
- LIPA bill
- Water bill
- Oil Company bill
- Insurance bill
- Official driver's license, learners permit or non-driver identification
- Bank statement
- Voter registration documents
- DSS Declaration
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- State or other Government issued identification
- Other original documents evidencing residency

PLEASE NOTE: If the families cannot provide proof of residency, ensure that the registration is not delayed. However, inform the families that documentation establishing district residency must be provided to the Office of Central Registration within 3 days of starting the registration process.

In addition to the above, a person other than a natural parent, but in parental relation, must present **one** of the following:

- Court issued legal guardianship papers
- Court order granting custody
- Court appointment as foster parent
- Parental Affidavit provided by the person in parental relationship assuming legal responsibility for the student
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)

3. In addition to the above, students claiming emancipation shall be required to submit their own affidavit and an affidavit from their parent, where deemed appropriate, unless they have been deemed as an unaccompanied youth according to the stipulations under the McKinney-Vento Act.
4. A copy of all proofs of residency provided for resident students shall be made part of the student's permanent record and a copy maintained in the student's file.

B. Proof of Age

When available, a 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 document 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 from the appropriate foreign government or agency, but that will not be their responsibility. It will not delay enrollment. The District will not demand that families to translate any documents or verify proof of age, beyond providing the above-documents. The following items will be adhered to as key indicators of the registration process:

- No Inquiries regarding citizenship, Social Security or Information about national origin.
- If a student is denied, the District will do so in accordance with 100.2(y), a copy of which is annexed to these procedures. Such denials will be in writing, state the reason for the denial and include information for an appeal.
- All students over 5 and under 21, regardless of English language proficiency, are entitled to a daytime academic program that leads to a Regents diploma.

Consent Process for Alternative Programs (if offered by the District)

The District prohibits diverting English language learners (ELLs), either actual or perceived, into District alternative educational programs on the basis of their language proficiency and/or age, except as provided below.

All students over five and under twenty-one years of age, and regardless of English language proficiency, are entitled to attend a daytime academic program at a school district that allows such students to obtain credit toward a Regents diploma. Under no circumstances shall a District employee require or steer a student into an alternative educational program.

If a new student indicates an interest in enrolling in an alternative educational program, a District employee may provide information to the student regarding his/her options and the District employee will notify the parent and student that they must complete Parent and Student Consent Forms.

The disclosure above regarding a student's entitlement to attend a daytime academic program shall be made by the district prior to the student's choice of academic placement. The registration coordinator and individuals under his/her supervision will be responsible for such disclosure.

If the parent or student speaks a language other than English, Spanish or Haitian Creole, the Consent Form(s) must be countersigned by a qualified interpreter.

Description of the Screening of Potential ELLs (to be performed by NYSITELL Contacts in each of the buildings who will be Bilingual/ENL teachers who will be appointed and trained on an annual basis). Contact Mrs. Maria A. Meyer for information at (516) 874-1833

- **Step 1:** Initial Screening
 - Home Language Questionnaire (HLQ)
- **Step 2:** Initial Identification Assessment
- **Step 3:** Placement
- **Step 4:** Review of Identification Determination
- **Step 5:** Exit Criteria

Reporting Structure for Registration and Enrollment

- Registration occurs at the Office of Central Registration as of July 1, 2016 at the Dryden Street School
- The District's Building Level Coordinators are: Dale Telmer (Dryden Street), Gloria Dingwall (Park Avenue); Wanda Toledo (Drexel Avenue); Claudia Germain (Powells Lane); David Zimble (Westbury Middle School); Manuel Arias (Westbury High School).
 - There is a bilingual nurse assigned to the Office of Central Registration.
 - The District has one data entry clerk and a Community Aide for intake at the Office of Central Registration.
 - There is a Security officer assigned to the Office of Central Registration.
 - The District has a McKinney Vento Liaison.

- Individuals may contact Mrs. Juanita Sherwood at 516 874-1658 to request translation services.

PLEASE NOTE: If families cannot provide proof of age, registration will not be delayed. However, documentation establishing the student's age must be provided to the Office of Central Registration within 3 days of starting the registration process.

C. Health Records: (Proof of Immunizations)

New York State Law Section 2164 requires certain immunizations to attend school. Inform families that they should check with their health care provider as soon as possible to make sure that their child has all the needed immunizations. Families should bring proof of immunizations at the time of registration.

Proof of immunizations must be **any 1 of the 3** items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your county health department
- A blood test (titer) lab report that proves your child is immune to the diseases.

For varicella (chickenpox), a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

PLEASE NOTE: If families do not have a *record of immunization*, they must provide proof within fourteen days of registration, unless the student is transferring from out-of-state or from another country and can show a good faith effort toward obtaining the necessary certification or other evidence of immunizations. In such cases, the time to submit evidence of immunizations may be extended to not more than thirty days from the date of registration. The failure to provide a record of immunizations shall not delay initial registration and/or initial enrollment.

D. School Records (if your child has already attended school):

- Official transcripts or other school records of previous schools
- Most recent report card
- Most recent Individual Education Plan (IEP) if your child has been receiving Special Education Services

Elementary students require a transfer card, or report card. Special Education Students require a copy of the IEP (Individual Educational Program). Secondary students require a transcript of grades and courses completed. The District will assist in verifying the student's school records, even if the records are written in a foreign language or originate from a foreign country.

PLEASE NOTE: The failure to provide school records shall not delay registration and/or enrollment.

If the student requires testing for English proficiency or any other testing, the secretary at the time of registration will ensure that the testing occurs as soon as practical (but usually not more than one to two school days from the time of registration).

Once the registration process is completed, three copies of all documents will be made, two copies of the documents will be given to you. Please bring these documents with you when you go to the student's new school.

Families will be provided with directions to their child's school. The secretary in the Office of Central Registration will contact the building principal's secretary to let the school know that the student is now registered for that school.

ONCE FAMILIES HAVE COMPLETED THE PROCESS AT THE OFFICE OF CENTRAL REGISTRATION, THEY MUST PROCEED TO THE CHILD'S SCHOOL TO COMPLETE THE ENROLLMENT PROCESS.

Once they arrive at their child's new school, families will first be met by a security aide at the school who will request that they provide photo identification. If they do not have photo identification, they will still be allowed to sign-in and proceed to the Main Office. Once in the Main Office, the secretary will direct them to the Principal's office to drop off all paperwork received from the Office of Central Registration.

At the Principal's office, they will likely meet the school Principal. The Principal or the principal's designee will escort the student into his/her new class (for students at the Elementary level). Students at the Secondary level will be seen by a guidance counselor in the Guidance Office so the student can have a class schedule created.

Once this process is completed, the student is both registered and enrolled as a student in Westbury Public Schools.

E. APPEALS FROM A REGISTRATION/ENROLLMENT DECISION

If the Board of Education or its designee makes a decision to reject your application for registration or terminate your enrollment within Westbury Public Schools, you have the right to appeal that decision. You have 30 days from the date of the decision to appeal pursuant to Education Law Section 310. For more detailed information, please refer to the New York State Education Department website at <http://www.counsel.nysed.gov/appeals/general>.

F. COMPLAINTS CONCERNING REGISTRATION AND ENROLLMENT CAN BE SENT TO:

Office of the New York State Attorney General
Civil Rights Bureau
120 Broadway, 23rd Floor
New York, New York 10271
Telephone: (212) 416-8250 or (800) 771-7755
Fax: (212) 416-8074
Email: Civil.Rights@ag.ny.gov
www.oag.state.ny.us

New York State Education Department
Office of Bilingual Education & World Languages
55 Hanson Place, Room 594
Brooklyn, NY 11217
Telephone: (718) 722-2445
Email: OBFLS@nysed.gov