

**WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT
252 CHESTNUT STREET
WEST HEMPSTEAD, NEW YORK 11552**

ALL DOCUMENTS REQUIRED FOR REGISTRATION MUST BE IN ENGLISH.

RESIDENCY DOCUMENTATION – ORIGINALS ONLY

1. **Proof of parent/guardian identity. You must produce ONE of the following:**
 - a. New York State Driver's license.
 - b. Passport
 - c. Alien Registration Card
 - d. Birth Certificate

2. **Proof of student's identity. (NOTE: If your name differs from your child's we cannot accept Passport - you MUST bring in birth certificate.) You must produce ONE of the following:**
 - a. Birth Certificate
 - b. Guardianship documents
 - c. Passport

3. **Proof of Residency. You must produce ONE of the following (financial information can be blocked at the request of the resident): MUST BE WITH RECENT DATE**

Homeowners:

 - a. Current mortgage statement
 - b. Tax bill
 - c. Deed

Renters - TWO of the following (If no lease, three items are required: tax bill, landlord letter/affidavit and renter affidavit must be produced):*

 - a. Original Lease, along with current rent receipt
 - b. The landlord's tax bill
 - c. Letter from landlord with parents and child's name, along with address. Must be notarized.
 - d. Official letter from the Department of Social Services
 - e. Renters are required to submit:
 1. A notarized Renter's Affidavit – *Must be produced*
 2. A notarized Landlord's Affidavit

IN ADDITION, TWO OF THE FOLLOWING ARE REQUIRED: MUST BE WITH RECENT DATE

1. Pay stubs/income tax forms in parent/guardian's name showing the West Hempstead address
2. Voter registration card
3. Utility bill: Current LIPA OR water bill. (Telephone/Cable bills are not acceptable.)
4. Car insurance, car registration, bank statement with current West Hempstead address.

***Renter and Landlord affidavits are available at district office as well as the main office of each school.**