

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

**IF POSSIBLE DOCUMENTS FOR REGISTRATION SHOULD BE IN ENGLISH.**

**RESIDENCY DOCUMENTATION – ORIGINALS ONLY**

1. Proof of parent/guardian identity. 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.*) Produce ONE of the following:
  - a. Birth Certificate
  - b. Guardianship documents
  - c. Passport
  
3. Proof of Residency. 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: property tax bill, landlord letter/affidavit and renter affidavit must be produced):
  - a. Original Lease, along with current rent receipt
  - b. The landlord's property 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 SHOULD BE PRODUCED: 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.

**“Any document may be substituted for any of the above referenced documents. The District will consider any and all documents in making a determination as to Residency.”**

9/23/10