

LAWRENCE PUBLIC SCHOOLS
SCHOOL YEAR _____ REQUEST FORM
GRADES K-12

For Office Use:

_____ Initial

_____ Date

STUDENT NAME: _____

Male _____ Female _____ BIRTH DATE ____/____/____ GRADE _____ New _____

SCHOOL: _____

ADDRESS: _____ **TOWN:** _____

SCHOOL TELEPHONE: _____ **ZIP CODE:** _____

SCHOOL HOURS: _____ **FRIDAY HOURS:** _____

Address Change _____

Textbooks Only _____

Switch _____

5-year-old _____

Calendar provided _____

*****PARENT PLEASE SUPPLY SCHOOL CALENDAR (ENGLISH VERSION)*****

HOME ADDRESS: _____

HOME PHONE: () _____

MOTHER/GUARDIAN: _____

CELL: () _____ **EMAIL:** _____

FATHER/GUARDIAN : _____

CELL: () _____ **EMAIL:** _____

EMERGENCY CONTACT: _____

PHONE: () _____

LAST SCHOOL ATTENDED: _____

Applications will not be honored after April 1, including change of schools.

Late requests will be considered if *no additional costs* to district are incurred.

Transportation eligibility is based on current District mileage limits as follows:

Kindergarten: All Ride Grades 1-5: ½ mile Grades 6-8: 1 mile Grades 9-12: 1 ¼ mile

Schools beyond 15 miles will be denied

Parent Signature _____ **Date** _____

REGISTRATION PROCEDURES FOR A CHILD 5 YEARS OLD ON OR BEFORE DECEMBER 1

If you have a child who is 5 years old on or before December 1 and request transportation to private school, you must register in person with the Lawrence School District Registration/Transportation Office. At that time, you must provide the following documents:

- Child's Original Birth Certificate
- Proof of Residency: Deed, Tax Bill or Closing Statement. If you rent, whether you have a lease or not, you will be given two affidavits that you must complete, sign and notarize
- Proof of parental relationship
- Parent photo ID with current district address
- Plus one item listed below*

REGISTRATION PROCEDURES FOR NEW DISTRICT RESIDENTS AND ADDRESS CHANGES WITHIN THE DISTRICT

If you are a new resident in the district or move within the district, you must also register in person at the Registration/Transportation Office and have the following documents:

- The Original Birth Certificate of the child/children that are to be registered (new residents only)
- Proof of Residency: Deed, Tax Bill or Closing Statement. If you rent, whether you have a lease or not, you will be given two affidavits that must be completed, signed and notarized (same as above)
- Proof of parental relationship
- Parent photo ID with current district address
- Postal Change of Address
- Plus one item listed below*

ALL NEW REGISTRANTS (AND ADDRESS CHANGES WITHIN THE DISTRICT) MUST PROVIDE THE FOLLOWING (IN-PERSON):

HOMEOWNERS: Deed, Current Nassau County Tax Bill, Contract of Sale and Closing Statement; For Co-ops: Copy of Certificate of Shares or Ownership

RENTERS: Two Notarized Affidavits (Tenant's and Owner's) with owner's current Tax Bill or Deed and one of the following (dated within the last 45 days):*

- Utility Bill (Phone, Gas, Oil, Cable, Water)
- Vehicle Registration
- Voter's Registration
- Medical Insurance
- Income Tax Form
- 2 consecutive pay stubs with name and address
- Insurance Bill
- Moving Bill
- Credit Card Bills
- Bank Statement

PLEASE CALL REGISTRATION/TRANSPORTATION TO SCHEDULE YOUR APPOINTMENT: (516) 295-7065

Lawrence Public Schools

CENTRAL REGISTRATION

Tenant's Affidavit

Date _____

State of New York)

) ss.:

County of Nassau)

_____, swear under the penalties of perjury, that all of the following
(print name)
statements are true:

7. I am the *Tenant* of : (Home) (Apartment Building) - (please include apt#) located at:

8. The residence listed in item 1 above is a: (please identify up/down, 1st floor, 2nd floor,
Side, or rear entrance, basement, apt#, etc.)

- a. (One-Family) _____
b. (Two-Family) _____
c. (Multi-Family) residence _____

9. I, _____ (do) (do not) reside at the residence listed in item 1 above.
(print tenant name)

10. The following persons reside at the residence listed in item 1 since _____.
(Date)

Name of Tenant:	Date moved in:	Relationship to Person in Item #1
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. The residence listed in item 1 above has: ____ bedrooms(s), ____ bathroom(s), ____ kitchen(s).

12. I recognize that the _____ School District will rely upon this representation with respect to domicile and agree to bear legal responsibility for any inaccuracy of such representation.

(Over, please)

13. The above statements made by me are true, and I know that Perjury is a Class A Misdemeanor punishable by up to six months in prison or a fine up to \$1,000.
8. I understand that the Lawrence Union Free School District will rely on the representations herein and I agree to bear legal responsibility, including but not limited to tuition for any inaccuracy of such representation, except as such facts may change hereafter, in which case, I shall immediately notify the Lawrence Union Free School District in writing of any such change.

(Tenant's Signature)

(Print Name)

(Title)

Sworn to before me this

_____ day of _____, 20____

(Notary Public)

NOTICE:

Penal Law S210.05: A person is guilty of perjury in the third degree when he swears falsely. Perjury in the third degree is a Class A Misdemeanor.

A Class A Misdemeanor is punishable by up to six months in prison or a fine up to \$1,000.

All Misdemeanor convictions carry a \$60.00 surcharge in addition to any other penalty or fine imposed.

WARNING:

This District will take legal action to collect tuition charges which may exceed \$15,000 per year if the students are illegally registered. Any person or persons, in addition to the parents or guardians, who provide false evidence of residence, will also be prosecuted. The District will investigate student's residence by visits and other means.

Lawrence Public Schools

CENTRAL REGISTRATION

Owner's Affidavit

Date _____

State of New York)
) ss.:
County of Nassau)

_____, swear under the penalties of perjury,
(Print name)

that all of the following statements are true:

1. I am the (Owner) (Manager) (Tenant) of a (Home) (Apartment Building) located at:

(Please identify if: 1st floor, 2nd floor, rear, side, apt#, etc)

2. The residence listed in item 1 above is a: (please include apt#, rear, side entrance, 1st, 2nd floor, etc)

- a. (One-Family) _____
b. (Two Family) _____
c. (Multi-Family) residence. _____

3. I, _____ (do) (do not) reside at the residence listed in item 1 above.
(print name)

4. The following persons reside at the residence listed in item 1 since _____.
(Date)

Name of Tenant:

Date moved in:

Relationship to Owner:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. The residence listed in item 1 above has ____ bedrooms(s), ____ bathroom(s), ____ kitchen(s).

6. I recognize that the **LAWRENCE** School District will rely upon this Representation with respect to domicile and agree to bear legal responsibility for any inaccuracy of such representation.

(Over, please)

7. I understand that the Lawrence Union Free School District will rely on the representations herein and I agree to bear legal responsibility, including but not limited to tuition for any inaccuracy of such representation, except as such facts may change hereafter, in which case, I shall immediately notify the Lawrence Union Free School District in writing of any such change.
8. I have attached a copy of the Deed to the residence in Item#1. The Lawrence School District will accept a copy of the Village, Town or County tax bill as proof of ownership of this property, if the Deed is unavailable.

(Owner Signature)

(Print Name)

9. If you are the Officer of Management, Superintendent of Building, or a representative, authorized to sign documents on behalf of the owner/company, please attach a copy on letter head from the owner/employer, authorizing you as a representative, and a copy of your photo id or drivers license.

(Officer of Management Company)

(Print Name)

(Title)

Sworn to before me this

_____ day of _____, 20_____

(Notary Public)

NOTICE:

Penal Law S210.05: A person is guilty of perjury in the third degree when he swears falsely. Perjury in the third degree is a Class A Misdemeanor.

A Class A Misdemeanor is punishable by up to six months in prison or a fine up to \$1,000.

All Misdemeanor convictions carry a \$60.00 surcharge in addition to any other penalty or fine imposed.

WARNING:

This District will take legal action to collect tuition charges which may exceed \$15,000 per year if the students are illegally registered. Any person or persons, in addition to the parents or guardians, who provide false evidence of residence, will also be prosecuted. The District will investigate student's residence by visits and other means.