

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Amagansett	Maria Dorr Email: mdorr@aufsd.org Dana Kalbacher Email: dkalbacher@aufsd.org	320 Main Street Amagansett, NY 11930 Hours: 9:00AM-12:00PM M-F	Phone: (631) 267-3572 Fax: (631) 267-7504	Registration Intake Form <u>Proof of Residency</u> 1 of the following: Current lease, deed, mortgage statement, landlord affidavit, or other 3rd party statement proving residency in district. 2 of the following: Pay Stub, Income tax forms, Utility or other bills, membership docs based upon residency, voter registration docs, Driver's License, docs issued by federal, state or local gov't, evidence of custody of child/children	Only New Students	
Amityville	Maria Ruiz de Ojeda Email: mruizdeojeda@amityvilleufsd.org Gina Pugliese Email: gpugliese@amityvilleufsd.org	Registration Office (EW Miles M. S.) 501 Route 110 Amityville, NY 11701 *Located on the north side of the building, First floor. <u>Registration Hours:</u> M/W/F: 8:00 AM - 11:00 AM Tue/Thu: 12:00 PM - 3:00 PM *By appointment only	Phone: (631) 565-6553 Fax: (631) 225-4614	Original Birth Certificate AND a Current Utility Bill *Utility bills must be in parent's name at current address.	Every Year	
Babylon	Trish O'Flaherty Email: poflaherty@babylonufsd.com Deirdre Lunetta Email: dlunetta@babylonufsd.com	Please call District Registrar at 631-893-7980	Phone: (631) 893-7980	Four proofs of residency are required at registration (in addition to the notarized Affidavit to Substantiate Residency), which may include, but are not limited to: a driver's license or non-driver ID, an updated town/village tax bill, updated W-2 form, current lease, mortgage statement, or utility bill.	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Bay Shore	<p>Cheryl Devine <u>Email:</u> cdevine@bayshoreschools.org</p> <p>Joseph Arcuri <u>Email:</u> jarcuri@bayshoreschools.org</p>	<p>Administration Building 75 W. Perkal Street Bay Shore, NY 11706</p> <p><u>Registration Hours:</u> Monday to Friday 8:00 AM - 4:00 PM 7:30 AM - 2:30 PM (Summer) *Go to reception desk</p>	<p>Phone: (631) 968-1118</p>	<p>Completed Transportation Request Form Original Birth Certificate OR custody papers as appropriate Parent's Driver's License <u>Proof of Residency</u> Homeowners: deed OR current real estate tax bill AND a current utility bill showing present name and address (PSEG, Gas, Water) Renters: notarized Affidavit (Within 30 days of the date on this Landlord Affidavit, proof of residency with a Bay Shore address on it must be provided, AND a current utility bill *Telephone bills are NOT acceptable utility bills</p>	Every year	
Bayport-Blue Point	<p>Tina Wilkinson <u>Email:</u> twilkinson@bbpschools.org</p> <p>Lisa Jennings <u>Email:</u> ljennings@bbpschools.org</p>	<p>Sylvan Avenue Elementary 600 Sylvan Avenue Bayport, NY 11705</p> <p>*BY APPOINTMENT ONLY</p>	<p>Phone : (631) 472-7860 x3011 Fax: (631) 472-7867</p> <p>*Secondary Contact Person Address: District Office 189 Academy St. Bayport, NY 11705 Phone: (631) 472-7860 x8011</p>	<p>Birth Certificate <u>Proof of Residency:</u> Utility bill, property tax bill, and license/photo ID</p>	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Brentwood	Jean-Marie McClain Email: jmclain@bufsd.org Susana Alvarez Email: salvarez@bufsd.org Sara Elias Email: sara.elias@bufsd.org	Administration Building 52 Third Avenue Brentwood, NY 11717 Hours: 8:00AM -2:00PM Monday-Friday	Phone: (631) 434-2301 OR (631) 434-2486 Fax: (631) 434-2572	1. Parental ID 2. Completed Textbook form that the district provides 3. Two current (within 60 days) Proof of District Residency Example: deed, mortgage statement, closing statement, a notarized signed lease, or a homeowner affidavit with a notarized rent receipt by owner, Suffolk County tax bill, telephone bill, LIPA bill, water bill, oil company bill, insurance bill, driver's license, bank statement, voter registration card	Every Year	
Bridgehampton	Stephen Garcia Email: sgarcia@bridgehamptonschool.com Maria Cristina Banados Email: mbanados@bridgehamptonschool.com	Bridgehampton School 2685 Montauk Highway Bridgehampton, NY 11932 Hours: 7:00am- 3:00pm Monday-Friday	Phone: (631) 998-1325	Parent's Photo ID Student ID (Birth Certificate or Passport) <u>Proof of Residency:</u> Deed, lease, utility bill, landlord affidavit	Only new students	
Center Moriches	Leslie Murray Email: lmurray@cmschools.org Lisa Scott Email: lscott@cmschools.org	Administrative Office 529 Main Street Center Moriches, NY 11934 Hours: 8 am- 4pm M-F Summer Hours: 8am-1pm	Phone: (631) 878-0052 Fax: (631) 878-4326	<u>Three of the Following Proofs of Residency:</u> Brookhaven Tax Bill, mortgage statement, current utility bill (PSEG, Suffolk County Water Authority), homeowners/renters insurance, driver's license, Pay Stub, bank statement.	Every Year	
Central Islip	Denise Ridgeway Email: dridgeway@centralislip.k12.ny.us Jackie Fagan Email: jfagan@centralislip.k12.ny.us	Central Registration Mulligan Elementary School 1 Broadway Central Islip, NY 11722 Office Hours: Monday-Friday 8:00AM-3:00PM	Phone: (631) 348-5000 x1020 or x1018	Mortgage statement/Lease and 3 Utility bills, birth certificate	Every Year	
Cold Spring Harbor	Dawn Hasselmann Email: dhasselmann@csh.k12.ny.us Christine Costa Email: ccosta@csh.k12.ny.us	District Office 75 Goose Hill Road Cold Spring Harbor, NY 11724 Hours: 8:30am-4pm M-F	Phone: (631) 367-5920 Fax: (631) 692-5653	Original Birth Certificate <u>Proof of Residency</u> Mortgage Statement, Deed, tax bill	Only new students	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Commack	Linda Caccamo <u>Email:</u> lcaccamo@commack.k12.ny.us Shannon McCormack <u>Email:</u> smccormack@commack.k12.ny.us	Hubbs Administration Building 480 Clay Pitts Road East Northport, NY 11731 *Registration is ONLINE Hours: M-F 8:30am-4:30pm Summer Hours: M-F 9am-3pm	Phone: (631) 912-2028 Fax: (631) 912-2045	<u>Proof of Residency</u> Homeowners: deed or mortgage statement AND 2 of the following (pay stub, income tax form, utility bill, membership document, voter registration, driver's license, state/govt issued ID, documents issued by fed/state/local agencies, evidence of custody, other 3rd party statement establishing residency in district) Renters: 2 of the following (current lease or utility bill, affidavit, statement by landlord) AND any 2 of the items listed above	Only new students	
Comsewogue	Alexandra Gordon <u>Email:</u> agordon@comsewogue.k12.ny.us Melinda Ornstein <u>Email:</u> mornstein@comsewogue.k12.ny.us	Transportation Office 290 Norwood Avenue Port Jeff Station, NY 11776 Hours: Monday-Friday 8am-4pm *Online - Comsewogue home page under Transportation	Phone: (631) 474-8225 Fax: (631) 474-3568	Original Birth Certificate <u>Proof of Residency</u> Homeowners: Town of Brookhaven tax bill, or deed or a current mortgage statement Renters: Notarized statement of Landlord or Owner or Resident from whom the parent or guardian leases or shares property and copy of lease (if applicable)	Every Year	
Connetquot	Renee Bernardini <u>Email:</u> rbernardini@ccsdli.org Joanne Williams <u>Email:</u> jwilliams@ccsdli.org	John Pearl Elementary 1070 Smithtown Ave Bohemia, NY 11716 Entrance on Church St. Monday- Friday 8am-4pm *After July 1st 8am-3pm	Phone: (631) 244-2340 X3935 Fax: (631) 244-2294 registration@ccsdli.org	Prior Registrants No Address Change: Renewal Form New Registrants: Application for Services Original Birth Certificate Guardianship Documentation <u>Proof of Residency:</u> Homeowners: -ONE deed, mortgage statement, or tax bill -TWO current utility bills from different providers, no cell phone bill -ONE driver's license/non driver photo ID Renters: -ONE yearly complex lease, notarized lease, or notarized affidavit -TWO current utility bills -ONE driver's license/non-driver photo ID	Every year NO EXCHANGE STUDENTS	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Copiague	Kelly Gill Email: kgill@copiague.net James McCabe Email: jmcabe@copiague.net	District Central Office 2650 Great Neck Road Copiague, NY 11726 Hours: Monday-Friday 8AM-4PM	Phone: (631) 842-4015 x538 Fax: (631) 789-8991 http://www.copiague.k12.ny.us	Registration Packet, Home language questionnaire Proof of age- birth certificate, baptism record, or passport <u>Proof of Residency: ONE of the following</u> Current utility bill (no telephone bill), tax assessment notice, house deed/mortgage agreement, notarized rental agreement, notarized landlord affidavit with current utility bill	Every year	
Deer Park	Juana Acevedo Email: acevedo.j@deerparkschools.org Michaela Blake Email: blake.m@deerparkschools.org Wendy Kraus Email: kraus.w@deerparkschools.org	Abraham Lincoln School 330 Park Avenue Deer Park, NY 11729 Office Hours: Monday-Friday 8:30AM-3:30PM *BY APPOINTMENT ONLY Online Application Process Summer Hours: 8:30AM-1:30PM	Phone: (631) 274-4372 Fax: (631) 242-6762 www.deerparkschools.org	SEE REGISTRATION REQUIREMENTS ON WEBSITE NEW STUDENTS ONLY: Parent/Guardian ID Original birth certificate District's physical exam form & immunization form, signed and stamped by a physician Current report card and secondary transcript if available. (IEP when applicable) Withdrawal/discharge documentation from previous school <u>Proof of Residency: ALL OF THE FOLLOWING MUST BE PROVIDED</u> Homeowners: Current tax statement, mortgage statement, or deed, and 2 current utility bills/pay stub/income tax form Renters: Affidavit must be completed by homeowner and notarized, current tax statement, 2 current utilities, or 2 official mailings	Once, then must verify before 3rd grade, 6th grade and 9th grade after initial registration NO EXCHANGE STUDENTS	
Eastchester	Fay Hilas Email: fhilas@eufsdk12.org Shonda Merrill Email: smerril@eufsdk12.org Email: registration@eufsdk12.org	District Office 580 White Plains Road Eastchester, NY 10709 Office Hours: M-F 8:30am-3:30pm *BY APPOINTMENT ONLY Online registration at www.eufsdk12.org under 'For Families'	Phone: (914) 793-6130 x4777	Birth certificate, Passport, baptismal record. Valid original photo ID for registering parent. <u>Proof of Residency:</u> Tax statement, deed, share certificate, fully executed lease or landlord affidavit with (2) current bills showing name and address.	Verified when moving from: 1-2nd Grade 5-6th Grade 8-9th Grade	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
East Hampton	Jessica Neal <u>Email:</u> Jessica.neal@ehschools.org Stephanie DuBois Rivera <u>Email:</u> stephanie.duboisrivera@ehschools.org	Central Office 4 Long Lane East Hampton, NY 11937 Hours: M-F 8:00am-4:00pm Summer Hours: 8:00am-12pm *Must call to make appointment	Phone: (631) 329-4145 Fax: (631) 324-0109	<u>Proof of Residency:</u> a town of East Hampton town tax bill, mortgage statement, deed, lease agreement, updated utility bills, driver's license or permit, memberships, or voter registration card.	Every Year	
East Islip	Dana King <u>Email:</u> dking@eischools.org Terri Ferro <u>Email:</u> tferro@eischools.org Cheryl Rigogliosi <u>Email:</u> cheryl.rigogliosi@eischools.org	District Office, 1 Craig B. Garipey Avenue Islip Terrace, NY 11752 Office Hours: M-F 8am-4pm *ONLINE REGISTRATION	Phone: (631) 224-2022 Fax: (631) 581-8352	Birth Certificate Photo ID of Parent 2 Proofs of Residency	Every year NO EXCHANGE STUDENTS	
East Moriches	Jacqueline Franke <u>Email:</u> jfranke@emoschools.org	East Moriches Middle School District Office 9 Adelaid Avenue East Moriches, NY 11940 Hours: Monday-Wednesday 8am-1pm	Phone: (631) 878-0162 x515 Fax: (631) 909-1379	Original Birth Certificate <u>Proof of Residency:</u> Homeowners: mortgage statement or tax receipt AND 2 utility bills Renters: lease, landlords tax bill or deed AND 2 utility bills *If already registered- 2 Utility Bills*	Every Year	
East Quogue	Jennifer Kenny <u>Email:</u> jkenny@eqschool.org Robin Goldfarb <u>Email:</u> rgoldfarb@eqschool.org Robert Doyle <u>Email:</u> rdoyle@eqschool.org Sally Mullen <u>Email:</u> smullen@eqschool.org	East Quogue Admin Office 6 Central Avenue East Quogue, NY 11942 Hours: 9:30am-2:00pm	Phone: (631) 653-5210 Fax (631) 653-9512 eqregistration@eqschool.org	<u>Proof of Residency</u> Homeowner: current tax bill or mortgage statement, utility bill Renter: current lease notarized by landlord	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Eastport-South Manor	Jessica Laino <u>Email:</u> lainoj@esmonline.org Janifer Coburn <u>Email:</u> coburnj@esmonline.org	*All registrations are done ONLINE at esmonline.org. District Administration Office 149 Dayton Avenue Manorville, NY 11949 Hours: Monday-Friday 7:00am - 3:00pm	Phone: (631) 801-3045 Fax: (631) 874-6750	*Returning Students- letter of intent of continuation in private/parochial school Proof of Residency: Homeowners: Mortgage statement, deed, or tax bill. Renters: Lease Photo ID, 2 current utility bills, documents issued by federal, state or local agencies (voter registration, fed. office of refugee settlement, local social service agency).	Every Year	
Elwood	Lois Brezovsky-Vulpis <u>Email:</u> lbrezovsky-vulpis@elwood.k12.ny.us Lorraine Dunkel <u>Email:</u> ldunkel@elwood.k12.ny.us	District Office 100 Kenneth Avenue Greenlawn, NY 11740 Hours: Monday-Friday 8:30am-11:30am *BY APPOINTMENT ONLY	Phone: (631) 266-5400 x1455 Fax: (631) 368-2338	Original Birth Certificate Photo ID of parent Recod of immunizations signed and stamped from a licensed physician. If scheduling a doctor's appt., please provide most recent records. <u>Proof of Guardianship</u> Divorce papers, court paperwork, court appointment as foster parent, notarized parent affidavit and custodial affidavit, copy of recent income tax return showing the student as a dependent. <u>Proof of Residency</u> Homeowners: current property tax bill or deed and 3 additional proofs of address Renters: notarized affidavit from landlord and renter, copy of deed or tax bill from landlord, 3 additional proofs of address Proofs of address include: water, electric, gas, oil, telephone bills, credit card statement, cable/satellite bill, fed/state mail, paystub, mortgage statement, DSS/SS correspondence, bank statement, health statement/bill, voter registration, car registration/license	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Farmingdale	Rosalba Murphy <u>Email:</u> romurphy@farmingdaleschools.org Madeline Tavel (speaks spanish) <u>Email:</u> mtavel@farmingdaleschools.org	Howitt Middle School - Grant Ave side of the building 50 Vancott Avenue Farmingdale, NY 11735 Hours: 7:30am-2:30pm M-F *REGISTRATION VIA EMAIL PREFERRED	Phone: 516-434-5112	Two Proofs of Residency: Deed, Current Utility Bill, Car Payment, Pay Stub, Insurance Card, Registration, Lease, Etc. Parent/Guardian Photo ID	Only new students	
Fire Island	Traci Murphy <u>Email:</u> tmurphy@fi.k12.ny.us Nancy Henriksen <u>Email:</u> nhenriksen@fi.k12.ny.us	Woodhull School 75 Surf Road Corneille Estates, Fire Island, NY 11770 Hours: 8:00am- 3:00pm M-F	Phone: (631) 583-5626	Current mortgage statement, tax bill, or notarized lease AND electric bill, water bill, paystub, or bank statement with physical address	Only new students	
Greenport	Jessica Rodriguez <u>Email:</u> jrodriguez@gufsd.org Ryan Case (Asst. Supt.) <u>Email:</u> rcase@gufsd.org	Attendance and Registration 720 Front Street Greenport, NY 11944 Hours: Monday-Friday 8am-3:30pm	Phone: (631) 477-1950 x1203 Fax: (631) 593-8950	<u>Proof of Residency</u> 1. Mortgage statement, property tax bill, lease, or notarized affidavit 2. Driver's license, utility bill, voter registration card, state ID, Library Card	Every Year	
Half Hollow Hills	Christine Pomara <u>Email:</u> cpomara@hhh.k12.ny.us Maurita Coleman Simpson <u>Email:</u> msimpson@hhh.k12.ny.us	Central Office 525 Half Hollow Road Dix Hills, NY 11746 Hours: Monday-Friday 8:30am-4:00pm *ALL REGISTRATION TO BE DONE ONLINE- do not accept in person* www.hhh.k12.ny.us/district/student-registration	Phone: (631)-592-3000 Fax: (631) 592-3064	Birth certificate <u>Proof of Residency</u> Homeowners: house deed or current Suffolk County tax bill or current mortgage statement or executed real estate sales contract with an attorney letter stating the scheduled closing date. Renters: current lease and landlord affidavit and state-issued driver's license indicating new address. <u>plus two of the following:</u> current utility bill (cable, PSEG, fuel, water), pay stub, income tax forms, membership documents, voter registration, ID, etc.	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Hampton Bays	Pilar Corredor <u>Email:</u> pcorredor@hbschools.us Larry Luce <u>Email:</u> lluce@hbschools.us	Central Registration Office 86 East Argonne Road Hampton Bays, NY 11946 Hours: Monday-Friday 8am-4pm	Phone: (631) 723-2100 x5107 Fax: (631) 723-2109	Student's Birth Certificate, Passport AND <u>Proof of Residency</u> Homeowners: deed, current mortgage statement or tax bill AND two of the following: current utility bill (cable, PSEG, fuel, water), pay stub, income tax return, ID, bank statement, etc. Renters: notarized lease, copy of Town Rental Permit, current utility bill (cable, PSEG, fuel, water) OR notarized residency affidavit signed by owner or renter and two of the following: utility bills (cable, PSEG, fuel, water), pay stub, income tax return, ID, bank statement, etc	Every Year	
Harborfields	Terry McGrane <u>Email:</u> mcgranet@harborfieldscsd.org Pauline Tully <u>Email:</u> tullyp@harborfieldscsd.org	District Office-Registrar Oldfield Middle School 2 Oldfield Road Greenlawn, NY 11740 Hours: Monday-Friday 8am- 4:00pm Summer Hours: 8am-1pm *Please call for appointment during school days.	Phone:631-754-5320 x6328 Fax: (631) 261-0068	Mortgage statement or tax bill, utility bill, driver's license	Every Year	
Hauppauge	Lori Sauchelli <u>Email:</u> sauchellil@hauppauge.k12.ny.us Dan Wald <u>Email:</u> waldd@hauppauge.k12.ny.us	District Office 495 Hoffman Lane Hauppauge, NY 11788 Office Hours: Monday-Friday 8:00AM-3:30PM *BY APPOINTMENT ONLY	Phone: (631) 761-8260 Fax: (631) 265-3649	Original Birth Certificate or Passport or Record of Baptism <u>Proof of Residency</u> Tax bill, deed, original lease, utility bills, affidavits	Only new students	
Huntington	Kim Zelman <u>Email:</u> kzelman@hufsd.edu Jahaira Felix (online) <u>Email:</u> jfelix@hufsd.edu Victoria Petruzzelli (online) <u>Email:</u> vpetruzzelli@hufsd.edu	Administrative Offices 50 Tower Street Huntington Station, NY 11746 Hours: 9am-1pm	Phone: (631) 673-2974 OR (631) 673-4299 Fax: (631) 673-4299	Original Birth Certificate Parent Photo ID <u>Proof of Residency</u> Homeowners: tax bill, mortgage statement, deed, or closing statement AND three of the following: utility bill, social service statement, medical bills, pay stubs, credit card statements Renters: notarized lease agreement signed by owner OR affidavit AND three of the above from the same list.	Every year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Islip	Kelly Thomas <u>Email:</u> kthomas@islipufsd.org Kathy Woll <u>Email:</u> kwoll@islipufsd.org	Administration Building 215 Main Street Islip, NY 11751 Hours: M-F 8:00am-3:30pm	Phone: (631) 650-8400 Fax: (631) 650-8308	First time registrants require birth certificate and registration form. <u>Proof of Residency</u> Mortgage/Lease Agreement, tax bill, utility bill, license.	Every Year	
Katonah-Lewisboro	Victoria Friedman (District Registrar) <u>Email:</u> vfriedman@klschools.org Gail Weiss <u>Email:</u> gweiss@klschools.org	60 North Salem Road Cross River, NY 10518 Hours: 8:30am-3:00pm M-F	Phone: (914) 763-7050	<u>Proof of Residency</u> At least one: lease, deed, mortgage statement, landlord statement, tax bill And at least two from: pay stub, income tax form, current utility bill, voter registration documents, official identification document (license, permit), documents issued by federal, state, local agencies, membership documents based on residency.	Every Year	
Kings Park	Jennifer Zawol <u>Email:</u> zawolj@kpcsd.org Carole Tesoriero <u>Email:</u> TesorieroC@kpcsd.org	Central Office 180 Lawrence Road Kings Park, NY 11754 Hours: 8:00am-4:00pm M-F *All registration is currently being done remotely. Call the office for instructions.*	Phone: (631) 269-3317 Fax: (631) 269-2798	Child's Original Birth Certificate or Record of Baptism or Passport <u>Proof of Residency</u> Homeowners: Current mortgage statement or property tax bill Renters: Current signed lease along with a utility bill Secondary Proof (two forms): utility bill, income tax form, pay stub, driver's license, etc.	Every Year	
Lindenhurst	<u>Email:</u> Transportation@lufsd.org Maureen Ciaci <u>Email:</u> mciaci@lufsd.org Gerri Melillo <u>Email:</u> gmelillo@lufsd.org	Administration Bldg 350 Daniel Street Lindenhurst, NY 11757 Room 101 OR register by email registration@lufsd.org *Returning students go to www.lindenhurstschools.org, Department, Transportation, NonPublic Google form. Hours: 7:00am-4:00pm M-F	Phone: (631) 867-3050 Fax: (631) 867-3059	None	No longer need to verify district residency	YES

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Longwood	Theresa Grazei <u>Email:</u> theresa.grazei@longwoodcsd.org	Central Registration Office 21 Everett Drive Yaphank, NY 11980 Office Hours: 8am-3:30pm M-F	Phone: (631) 345-2162 Fax: (631) 345-2166	Original Birth Certificate with raised seal or Passport <u>Proof of Residency:</u> Homeowners: one of the following Town of Brookhaven tax bill, a deed, mortgage statement, or custody paper Renters: a lease AND 2 current bills or the landlord affidavit, tax bill	Every Year	
Mattituck-Cutchoque	Christina Smith <u>Email:</u> tsmith@mufsd.com Jenna Colascione <u>Email:</u> jcolascione@mufsd.com	Mattituck High School 15125 Main Road Mattituck, NY 11952 Hours: Monday-Friday 7:30am-3:30pm	Phone: (631) 298-8471 Fax: (631) 734-4299	Birth Certificate(new student) <u>Proof of Residency: TWO Documents below:</u> deed or lease, current mortgage statement or tax bill, current utility bill, current checking, savings, or major credit card account statement, paystub, income tax document *Telephone bills are not acceptable. *Affadavit required for renters	Every Year	
Middle Country	Staci Basuino <u>Email:</u> sbasuino@mccsd.net Virginia Rudtner <u>Email:</u> vrudtner@mccsd.net	Central Registration Office 25 N. Bicycle Path, Suite C Selden, NY 11784 Office Hours: 8AM-4:00PM M-F	Phone: (631) 285-8890 Fax: (631) 285-8806	Original Birth Certificate <u>THREE</u> proofs of residence including: Deed to home, Mortgage statement, Property tax bill, current utility bills, health insurance, pay stub, governemt issued mail, etc.	Every Year	
Miller Place	Ray Swartz <u>Email:</u> rswartz@millerplace.k12.ny.us Colleen Card <u>Email:</u> ccard@millerplace.k12.ny.us	District Office 7 Memorial Drive Miller Place, NY 11764 Office Hours: M-F 8:30AM-3PM	Phone: (631) 474-2700 x728 Fax: (631) 474-0686	Original Birth Certificate or Passport Immunization Records Custodial agreements (if applicable) <u>Proofs of Residency:</u> 3 items required- ONE of the following (lease, deed, mortgage statement, landlord's affidavit, other affidavits) TWO of the following (electric, gas, water, cable, fuel delivery bills, landline phone bill, driver's license, car insurance/registration, bank statement)	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Montauk	Grace Lightcap <u>Email:</u> glightcap@montaukschool.org Jessica Watts <u>Email:</u> jwatts@montaukschool.org	Montauk School- Office 50 South Dorset Drive Montauk, NY 11954 Hours: Monday-Friday 7:30am-2:30pm	Phone: (631) 668-2474 Fax: (631) 668-1107	Original Birth Certificate <u>Proof of Residency: 2 documents showing residency</u> (utility bill, lease, tax bill, notarized letter from landlord). If using utility bill, must be within the last two months.	Every Year	
Mount Sinai	Lisa Krulder <u>Email:</u> lkrulder@mtsinai.k12.ny.us Patricia Debono <u>Email:</u> pdebono@mtsinai.k12.ny.us	Administrative Bldg District/Business Office 118 North Country Road Mount Sinai, NY 11766 Attn: Michelle Lautato Hours: 8:00AM- 3:00PM M-F Summer Hours: 8am-1pm	Phone: (631) 870-2812 Fax: (631) 473-0905	Original Birth Certificate <u>Proof of Residency</u> Homeowners: Deed or Tax Bill AND current utility bill Renters: notarized statement of residence from lessor, copy of lessor's tax bill AND current utility bill. Other acceptable forms are membership documents, voter registration card, ID, custody of guardianship papers, etc.	Only new students	
New Suffolk	Michelle Feeley <u>Email:</u> michellefeeley@newsuffolkschool.com	New Suffolk Common School 1295 Fourth Street New Suffolk, NY 11956 Hours: 8:30am-3:00pm M-F	Phone: (631) 734-6940 Fax: (631) 734-6940	Birth/Baptismal Certificate or Passport (new students) <u>Proof of Residency</u> Deed of lease or tax bill 2 current utility bills	Every year	
North Babylon	Lorraine Dadabo <u>Email:</u> ldadabo@northbabylonschools.net Theresa Randazzo <u>Email:</u> trandazzo@northbabylonschools.net	Central Administration 5 Jardine Place North Babylon, NY 11703 Hours: 8:00AM-3:30PM M-F	Phone: (631) 620-7002 Fax: (631) 321-3295	Birth Certificate <u>Proof of Residency:</u> Tax bill or notarized affidavit AND two bills	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Northport	Patricia Gardiner <u>Email:</u> patricia.gardiner@northport.k12.ny.us Bonnie Mullen <u>Email:</u> bonnie.mullen@northport.k12.ny.us	Northport High School William J Brosnan Building 158 Laurel Avenue Northport, NY 11768 Hours: 8:30am- 3pm	Phone: (631) 486-7059 Fax: (631) 262-6607	Original Birth Certificate or Record of Baptism or Passport <u>Proof of Residency</u> 1 of the following: Tax bill, Mortgage statement, Lease agreement 2 of the following: pay stub, tax form, utility bill, membership documents, voter registration, license, evidence of custody, etc.	Every Year	
Oysterponds	Dr. Justin T. Cobis <u>Email:</u> jcobis@oysterponds.org Melissa Palermo <u>Email:</u> mepalmero@oysterponds.org	Elementary School Registrar Office 23405 Main Road Orient, NY 11957 Hours: Monday-Friday 8:00am- 3:00pm	Phone: (631) 323-2410 x100 Fax: (631) 323-3713	Photo Identification of Parent Original Birth Certificate <u>Proof of Residency</u> Lease agreement or copy of mortgage, and 2 utility bills	Every Year	
Patchogue-Medford	Michelle Jordan <u>Email:</u> mjordan@pmschools.org Dr. Jessica Lukas <u>Email:</u> jlukas@pmschools.org	Central Registration 121 Saxton Street Patchogue NY 11772 at the rear of the building Hours: 8:30am-4:00pm M,W,Th,F 8:30am-5:00pm Tues	Phone: (631) 687-6430 Fax: (631) 687-6433	Original Birth Certificate or Passport or Baptismal Certificate Parent's Photo ID <u>Proof of Residency: 1 Proof below AND 2 bills</u> Homeowners: contract, closed agreement, tax deed, mortgage statement Renters: lease/contract agreement or notarized affidavit	Every Year	
Port Jefferson	Natalie Pego <u>Email:</u> npego@portjeffschools.org Sean Leister <u>Email:</u> sleister@portjeffschools.org	Administration Office 550 Scraggy Hill Road Port Jefferson, NY 11777 Hours: Monday- Friday 8am-3:00pm *BY APPOINTMENT ONLY	Phone: (631) 791-4291 Fax: (631) 476-4409	Birth certificate or passport Parent driver's license <u>Proof of Residency</u> TWO current utility bills Homeowners: One of the following (tax bill, contract, closing papers or deed) Renters: current lease	Every Year	
Quogue	Jenine Oudeans <u>Email:</u> joudeans@quogueschool.com Wendy Tromblee <u>Email:</u> wtromblee@quogueschool.com	Quogue Schools 10 Edgewood Road Quogue, NY 11959 Hours: Monday-Friday 8am- 4pm	Phone: (631) 653-4285	Driver's License <u>Proof of Residency</u> utility bill, deed, lease	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Remsenburg-Speonk	Deborah Martel <u>Email:</u> martel@rsufsd.org Lucia Anderson <u>Email:</u> anderson@rsufsd.org	Elementary School 11 Mill Road Remsenburg, NY 11960 *Register via email Hours: 8:00am-2:00pm M-F	Phone: (631) 325-0203 x104 Fax: (631)325-8439	<u>Proof of Residency</u> Lease or Tax Bill and current Utility Bill with street address	Every Year	
Riverhead	Jiovanna Melendez <u>Email:</u> jiovanna.melendez@g.riverhead.net Norita Castro <u>Email:</u> norita.castro@g.riverhead.net Fernando Spillari <u>Email:</u> fernando.spillari@g.riverhead.net Brenda Walters <u>Email:</u> brenda.walters@g.riverhead.net	Office of Pupil Personnel Svcs. 700 Osborn Avenue Riverhead, NY 11901 Hours: Monday-Friday 7:00AM-2:30PM Summer Hours: Monday-Friday 8:00AM-2:00PM	Phone: (631) 369-6706 Fax: (631) 369-7983	<u>Proof of Residency</u> Homeowners: deed, current mortgage statement or tax bill, <u>utility bill</u> Renters: notarized lease (original) OR affidavit AND current <u>utility bill</u> *Cell phone bills are not acceptable.	Only new students	
Rocky Point	Debra Hoffman <u>Email:</u> debrahoffman@rockypoint.k12.ny.us Aaron Factor <u>Email:</u> aaronfactor@rockypoint.k12.ny.us	Rocky Point Administration Frank J Carasiti Elementary 90 Rocky Point-Yaphank Road Rocky Point, NY 11778 Hours: Monday-Friday 9AM-1PM *Call for appointment	Phone: (631) 849-7244 Fax: (631) 267-5084	Birth Certificate with a Raised Seal or Student's Passport (new studnets) <u>Proof of Residency</u> Homeowners: title or mortgage document Renters: Lease and notarized Landlord Affidavit Plus TWO of the following: pay stub, electric bill, voter registration, water bill, license, cable bill, bank statement, gas bill, car insurance/registration, etc. *Information on District Website www.rockypointschools.org	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Sachem	Victoria Rupe <u>Email:</u> vrupe@sachem.edu Danielle Moran <u>Email:</u> dmoran@sachem.edu	Sachem District Office 51 School Street Lake Ronkonkoma, NY 11779 Office Hours: Monday-Friday 8:00AM-2:00PM	Phone: (631) 471-1348 Fax: (631) 471-8983	Original Birth Certificate (new student) Parent/Guardian's Photo ID <u>Proof of Residency: TWO PROOFS</u> 1st Proof: Homeowners: mortgage statement, tax bill, or indenture documents Renters: lease or statement of residence 2nd Proof: utility bill or car insurance - if not possible, 3 of the following are required with address (pay stub, health insurance statement, phone bill, governmental agency letter, bank statement, medical bill).These must be dated within 30 days of registration.	Every Year	
Sag Harbor	Kristen Doran <u>Email:</u> kdoran@sagharborschools.org Kristopher Oliva <u>Email:</u> koliva@sagharborschools.org	Pierson Middle/High School Office of Pupil Personnel Svcs. 200 Jermain Avenue Sag Harbor, NY 11963 Hours: 7am-3pm Summer Hours (7/1-8/15): 6:30am-10am	Phone: (631) 725-5302	Original Birth Certificate(new student) <u>Proof of Residency</u> At least 3 Documents (property tax bill, mortgage statement, utility bill, lease, voter registration, W2, etc)	Only new students	
Sagaponack	Jeanette Krempler <u>Email:</u> clerk@sagaponackschool.com John Finello <u>Email:</u> super1@sagaponackschool.com	Administrative Office 400 Sagg Main Street Sagaponack, NY 11962 Hours: Monday-Friday 8am-3pm	Phone: (631) 537-0651 Fax: (631) 537-2342	Student's Birth Certificate (new student) Photo ID of Parent/Guardian <u>Proof of Residency:</u> Lease agreement, tax bill, utility bill, letter from estate manager of residency	Every Year	
Sayville	Jean Imperati <u>Email:</u> jimperati@sayvilleschools.org Sara Maxwell <u>Email:</u> smaxwell@sayvilleschools.org	Administration Building Student Services 99 Greeley Avenue Sayville, NY 11782 Hours: Monday-Friday 8am- 4pm	Phone: (631) 244-6505 Fax: (631) 244-6541	Original Birth Certificate, Passport <u>Proof of Residency</u> Homeowners: Deed, mortgage statement, or tax bill and 2 pieces of mail Renters: signed lease agreement and 2 pieces of mail	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Shelter Island	Donna Clark <u>Email:</u> donna.clark@shelterisland.k12.ny.us	Administrative Office 33 North Ferry Road Shelter Island, NY 11964 Hours: 9am-12pm M-F *APPOINTMENT ONLY	Phone: (631) 749-0302 x111 Fax: (631) 749-1262	Completed Private School Records Registration Form from website Student Birth Certificate/Passport Parent/Guardian Photo ID <u>Proof of Residency</u> Homeowners: 2 of the following (deed, current mortgage statement, tax bill, utility bill, current bank or credit card statement) Renters: Rental Affidavit, copy of lease, and current utility bill *Phone bills, library cards, PO boxes not allowed	Only new students	
Shoreham-Wading River	Tiffany Frazzetto <u>Email:</u> tfrazzetto@swr.k12.ny.us Alan Meinster <u>Email:</u> Ameinster@swr.k12.ny.us	District Office 250B Route 25A Shoreham, NY 11786 Hours: Monday-Friday 8am- 4pm	Phone: (631) 821-8100 Fax: (631) 929-3001	Student's Birth Certificate (new student) <u>2 Proofs of Residency</u> Deed, tax bill, or notarized lease and TWO others with current date and physical address (Rental/homeowners insurance, telephone bill, water bill, cable installation bill, electric bill, parent/guardian ID, mortgage statement, or income tax return	Only new students	
Smithtown	AnnMarie Anderson <u>Email:</u> aanderson@smithtown.k12.ny.us <u>Email:</u> sgross@smithtown.k12.ny.us Diane Keating <u>Email:</u> dkeating@smithtown.k12.ny.us	Administration Building 26 New York Avenue Smithtown, NY 11787 *REGISTRATION VIA EMAIL ONLY registration@smithtown.k12.ny.us	Phone: (631) 382-2000 Fax: (631) 382-2010	Child's Original Birth Certificate, Baptismal Record or Passport (new student) Parent/Guardian's Photo ID <u>Proof of Residency</u> Lease, deed, or two current utility bill	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
South Country	<p>Mary Beth Briggs <u>Email:</u> mbriggs@southcountry.org</p> <p>Alice Villano <u>Email:</u> avillano@southcountry.org</p>	Administration Building 189 Dunton Avenue East Patchogue, NY 11772 Hours: Monday-Friday 7:30AM-3:30PM	Phone: (631) 730-1617 Fax: (631) 286-5518	Registration Packet Birth certificate <u>Proof of Residency: ONE primary AND ONE secondary</u> Homeowners: Primary (deed, home insurance statement, mortgage statement, county/town tax statement) Renters: Primary (lease or rental agreement, notarized affidavit) Secondary (utility bill, cable/satellite statement, fuel delivery statement, bank statement or check, voter registration, driver's license, department of social services document, change of address confirmation notice from USPS)	Only new students AND Only when changing schools.	
South Huntington	<p>Karen Cruz Carrillo <u>Email:</u> kcruzcarrillo@shufsd.org</p> <p>Nicole Gaviria-Gonzalez <u>Email:</u> ngaviriagonzalez@shufsd.org</p> <p>Lynn Warrington Blaney <u>Email:</u> lwarringtonblaney@shufsd.org</p>	District Office 60 Weston Street Huntington Station, NY 11746 Office Hours: 9am-3pm M-F Summer Hours: 9am-1pm M-Th	Phone: (631) 812-3180 Fax: (631) 812-3165 registration@shufsd.org	Proof of age (birth certificate, baptismal record, or passport) <u>Proof of Residency:</u> Homeowners: mortgage statement, deed, or tax bill Renters: lease agreement, notarized owner and renter affidavit, two current bills, and either tax bill, mortgage statement, or deed/lease AND 3 of the following for all (telephone bill, cable bill, voter registration, bank statement, docs issued by federal/state/local agencies, pay stub, PSEG bill, state/govt issued ID, driver's license, evidence of child custody)	Every Year Form submission only from Registration Services website https://forms.schoolsourcetech.com/SouthHuntington/extbooks/index	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Southampton	Norma Vargas <u>Email:</u> nvargas@southamptonschools.org Ana Martinez-Fuentes <u>Email:</u> amartinez@southamptonschools.org	300 Hampton Road Southampton, NY 11968 Office Hours: Monday-Friday 8AM-4PM	Phone: (631) 591-4517 Fax: (631) 287-2870	Original Birth Certificate (new student) <u>Proof of Residency:</u> Homeowners: recent utility bill, tax bill Renters: notarized residency affidavit, notarized lease, or notarized letter from property owner <u>plus two of the following:</u> paystub with address, driver's license, insurance bill, bank statement, voter registration document, Shinnecock Trustees Tribal verification letter (if applicable), etc.	Every Year	
Southold	Marlene Bufkins <u>Email:</u> mbufkins@southoldufsd.org Sandra Kollen <u>Email:</u> skollen@southoldufsd.org	420 Oaklawn Ave Southold, NY 11971 Hours: 8:00am- 3:00pm	Phone: (631) 765-5400 x1227 or x1314	Birth Certificate or Passport (new student) <u>Proof of Residency</u> Current utility bill showing physical address of the residence	Every Year	
Springs	Briggith Tapia <u>Email:</u> btapia@springsschool.org Suzanne Janis <u>Email:</u> sjanis@springsschool.org	Main Office 48 School Street East Hampton, NY 11937 Hours: 9am-2pm	Phone: (631) 324-0144 x1134 Fax: (631) 324-0269	Original or certified transcript of a birth certificate/record of baptism or Passport <u>Proof of Residency:</u> Tax bill, mortgage statement, deed or lease AND 2 utility bills Three documents total Please see website.	Every Year	
Three Village	Theresa Gonsalves <u>Email:</u> registrar@3villagecsd.org Brian Biscari <u>Email:</u> bbiscari@3villagecsd.org	North Country Admin Center 100 Suffolk Avenue Stony Brook, NY 11790 Hours: Monday-Thursday 8AM-12PM & 1PM-4PM Summer hours: Mon-Thurs 8AM-12PM & 12:45PM-2PM *CLOSED FRIDAYS	Phone: (631) 730-4555 Fax: (631) 730-4570	Child's Original Birth Certificate, passport, or Baptismal Record (new student) <u>Proof of Residency:</u> property tax bill, deed, or notarized lease	Only new students and students changing schools	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Tuckahoe	Richard Licata <u>Email:</u> rlicata@tuckahoecommonsd.com Katelyn Fretto <u>Email:</u> kfretto@tuckahoecommonsd.com	Main Building- Front Office 468 Magee Street Southampton, NY 11968 Hours: 7:00AM- 3:00PM M-F	Phone: (631)283-3550 x204 Fax (631) 537-6977	Documents with parent's names and address <u>Proof of Residency</u> 2 of the following (current lease agreement, recent tax bill, utility bill)	Every Year	
Tuckahoe/Eastchester	Karen Barros <u>Email:</u> barrosk@tuckahoeschools.org Jennifer Capocci <u>Email:</u> jcapocci@tuckahoeschools.org	Tuckahoe Middle/High School 65 Siwanoy Boulevard Eastchester, NY 10709 Hours: M-F 8AM- 4PM	Phone:(914)-337-6600 x1262	<u>Proof of Residency</u> Property Tax Bill, deed, Lease, mortgage statement, and a Utility Bill	Every Year	
Wainscott	Norma Bushman <u>Email:</u> nbushman@wainscottschool.org Deborah Haab <u>Email:</u> dhaab@wainscottschool.org	Wainscott School 47 Main Street Wainscott, NY 11975 Hours: Monday-Friday 8am- 3pm	Phone: (631) 537-1080 Fax: (631) 537-6977	Original Birth Certificate (new student) <u>Proof of Residency</u> Homeowners: deed, mortgage statement or tax report Renters: current signed lease	Every Year	
West Babylon	<u>Email:</u> Scott Payne spayne@wbschools.org Sue Curley scurley@wbschools.org	District Building 10 Farmingdale Road West Babylon, NY 11704 Hours: 8:30AM- 4:00PM M-F *By appointment	Phone: (631) 376-7022 Fax: (631) 376-7019	Original Birth Certificate or Baptismal Certificate Parent/Guardian's Photo ID <u>Proof of Residency (3 Proofs Required)</u> At least one: lease, rental agreement, mortgage statement, deed or landlord statement or 3rd party statement establishing physical presence in district and two items from: NYS License, recent bank statement, car insurance/registration, current utility bill, lease/rental agreement, recent pay stub showing address	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
West Islip	Lily-Ann Youngelman <u>Email:</u> l.youngelman@wi.k12.ny.us Stephanie Navarro <u>Email:</u> s.navarro@wi.k12.ny.us	Administrative Office 100 Sherman Avenue West Islip, NY 11795 Hours: Monday-Friday 8am - 4pm	Phone: (631) 930-1585 Fax: (631) 893-3217	Original Birth Certificate <u>Proof of Residency</u> Homeowners: mortgage statement and THREE of the following (county and school tax receipt, income tax form, utility bill, library card, bank statement, voter registration document, driver's license, state or gov't issued ID, pay stub) Renters: mortgage statement from owner, notarized rent receipt, notarized landlord affidavit and THREE of the following (income tax form, utility bill, membership documents, bank statement, voter registration, license, state or gov't issued ID, pay stub, documents issued by agencies) Living with relative: mortgage statement or deed from owner, notarized statement confirming residency and THREE of the items listed above	Every Year	
Westhampton Beach	Eileen Seidler <u>Email:</u> eseidler@whbschools.org MaryAnn Ambrosini <u>Email:</u> mambrosini@whbschools.org	District Office 340 Mill Road Westhampton Beach, NY 11940 Office Hours: Monday-Friday 7:30AM-3:30PM	Phone: (631) 288-3800 x201 Fax: (631) 288-8351	Original Birth Certificate (new student) <u>Proof of Residency:</u> Homeowners: Tax bill and current utility bill Renters: Notorized lease and current utility bill	Every Year	
William Floyd	Barbara Newland <u>Email:</u> bnewland@wfsd.k12.ny.us Deborah Gurney <u>Email:</u> dgurney@wfsd.k12.ny.us Emilet Moreno-Zavala <u>Email:</u> emoreno-zavala@wfsd.k12.ny.us	Central Registration 240 Mastic Beach Road Mastic Beach, NY 11951 Hours: Monday- Friday 7:30AM-4:00PM	Phone: (631) 874-1170 Fax: (631) 874-1222	Certified Birth Certificate or passport <u>Proof of Residency</u> Utility bill, mortgage statement, property tax bill, water bill, cable bill, and/or electric bill.	Every Year	

School District	Authorized District Personnel	Place of Registration	Contact Information	Documents Required for Proof of Residency	How often must district residency be verified?	District Opting Out?
Wyandanch	<p>Glenda Adams <u>Email:</u> gadams@wufsd.net</p> <p>Dr. Michelle Kown <u>Email:</u> mkwon@wufsd.net</p>	<p>Central Registration Office Wyandanch High School 54 South 32nd Street Wyandanch, NY 11798 Hours: 8:00am-4:00pm M-F Summer Hours: 8:30am-12pm</p>	<p>Phone: (631) 870-0513 OR (631) 870-0419 Fax: (631) 870-0514</p>	<p>Original Birth Certificate with Raised Seal <u>Proof of Residency</u> Homeowners: mortgage statement, deed or tax bill, or notarized homeowner affidavit, and TWO of the following (pay stub, income tax form, utility or other bills, membership documents, county tax, telephone, LIPA, water, oil, insurance bills, bank statement, voter registration, DSS declaration, federal/state/local documents, state/govt issued ID) Renters: landlord statement, notarized affidavit, notarized rent receipt, or notarized lease, and any TWO of the above</p>	Every Year	