

PS 290 Registration for Fall 2011-2012 School Year

Registration Hours: NO APPOINTMENT NECESSARY

January 10 – 9:15 am to 10:45 am

January 11 to March 4 – 8:45 am to 10:45 am.

Beginning January 10, 2011, carefully fill out the Dept. of Education Kindergarten Application Form and return it to PS 290, together with all required documentation (originals and/or copies) as specified below, on or before March 4, 2010. Also please bring us three (3) self-addressed (TO YOUR CHILD'S NAME, NOT YOUR NAME) 4" by 9 1/2" envelopes - 2 stamped with 44 cent stamps and 1 stamped with 88 cents worth of stamps. PLEASE NOTE THAT YOU DO NOT NEED TO BRING YOUR CHILD AT THIS INITIAL STAGE OF THE REGISTRATION PROCESS.

What's my zoned school? Your zoned school is determined by your official home address, not your place of employment. If you live outside of the PS 290 zone, do not use the address of a family member, friend, or employer who lives in the zone. We verify all addresses! If you don't know your zoned school, call 311. **Please go to www.ps290.org home page for an up-to-date map of the newly drawn PS 290 school zone.**

How do I verify my address?

Initially, two (2) ORIGINAL documents and A COPY OF EACH (both current within 60 days) are required to prove that your primary residence is in the P.S. 290 school zone:

1. ONE (1) ORIGINAL, and ONE (1) COPY FOR OUR RECORDS, of the following:

- Current original documentation or letter on official letterhead from a federal, state, or local government agency verifying your residence
- Current original official payroll documentation from an employer, such as a form submitted for tax withholding purposes (W-2)
- Original Payroll receipt (a letter on an employer's letterhead is not acceptable)
- Current original rent, property tax, or maintenance bill

2. ONE (1) ORIGINAL, and ONE (1) COPY FOR OUR RECORDS, of the following:

- Current original Con Edison bill for the residence
- Current original deed, or mortgage statement or lease agreement (we only need copies of 1st page and signature page) together with a letter on Landlord's original letterhead stating that your family is living at the leased premises with the signature of the person signing the letter NOTARIZED.

In addition to two (2) acceptable proofs of address, what else do I need to bring with my completed application?

1. The **ORIGINAL AND A COPY** of your child's birth certificate or passport;
2. **A COPY** for our records of your child's immunization history;
3. If applicable, **A COPY** for our records of your child's Individualized Education Program (IEP) and/or 504 Accommodation Plan.