

## PS 290 Registration Instructions for Fall 2012-2013 School Year

January 9 to March 2, 2012 - 8:45 to 10:45 am - NO APPOINTMENT NECESSARY

Beginning January 9, 2012, 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 2, 2010. 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 check the zone map referenced in the 2012-13 K registration announcement on our home page at [www.ps290.org](http://www.ps290.org) for an up-to-date map of the newly drawn PS 290 school zone in effect as of September 2012.**

\*Please note that PS 290 will accept applications from out-of-zone students who will be accorded appropriate priority below that of zoned applicants and will make offers of placement, if any, based on available number of seats.

### REQUIRED DOCUMENTATION:

**Two (2) of the following ORIGINAL documents and A COPY OF EACH (both current within 60 days), one from each category below,** 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 one 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 one of the following:**

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

**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.
4. 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.