



Michael P. Nagler, Ed.D., Superintendent of Schools

Central Registration

121 Jackson Avenue, Mineola, New York 11501
phone: (516) 237-2039 • fax: (516) 237-2048
e-mail: cfishman@mineola.k12.ny.us
www.mineola.k12.ny.us

Catherine Fishman
Assistant Superintendent

January 2022

Dear Parents/Guardians:

If your child(ren) will be attending a private school and will require transportation and/or textbooks from the Mineola School District, it will be necessary for you to complete the registration process before April 1st. Registration is at:

Willis Avenue School/Central Office
121 Jackson Avenue, 2nd Floor
Mineola, NY 11501
Parking Lot Entrance

Please fill out the Student information form and return to Central Registration, along with your Transportation form. If your child is staying at their current school or changing schools with no books or transportation needed, please also return the completed Student Information Form to Central Registration.

To register you can either:

- **call** to make an appointment with Michelle Rescigno, Registrar at (516) 237-2031
- **email** the documents to mrescigno@mineola.k12.ny.us
- **fax** the documents to Michelle Rescigno at (516) 237-2048

Enclosed are the forms that you will need for registration.

- Registration Requirements – which explains *Acceptable Proofs of Residency* and *three (3) bills* required to prove residency (**only if your child is changing schools or is newly registering**)
- Student Information Form – please complete one form for all children attending private school
- Transportation Form – please complete only if your child(ren) will need transportation

Let me know if you have any questions or concerns.

Yours truly,

Catherine Fishman
Assistant Superintendent for Pupil Personnel Services
And Central Registration



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Dear Parents/Guardians:

This letter provides information for you to be aware of if you are a resident of this school district and you have placed, or are considering placing, your child who has a disability or is suspected of having a disability in a nonpublic school for which you would be paying tuition. The federal Individuals with Disabilities Education Act (IDEA) and State law require the school district where the nonpublic school is located to assume responsibility to provide special education services for your child. The following information is important for you to know:

- If you place your child in a nonpublic school and wish your child to receive special education services while enrolled in that school, you must request those services in writing no later than June 1 before the school year in which services are to be provided. If your child is first identified as a student with a disability after June 1 and before April 1 of the current school year, you may submit your request within 30 days after your child is first identified.
- Transportation requests to and from your child's home to the nonpublic school should continue to be submitted to us (i.e., the school district where you legally reside) by April 1 of the school year before transportation is to be provided in accordance with district policy.
- If you have placed your child in a nonpublic school and, while the child is enrolled in that school, you suspect that your child has a disability and wish to have your child evaluated to determine if special education services are needed, you must contact the school district where the nonpublic school is located to request an evaluation to determine your child's eligibility for special education services.
- In order for us to share special education information about your child with the school district where the nonpublic school is located, we must have your written consent.
- If the nonpublic school where you place your child is located within the geographic boundaries of another public school district, the public school district in which the nonpublic school is located will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, Committee on Special Education (CSE) meetings and developing an individualized education services program (IESP). An IESP must be developed in the same manner and with the same contents as an individualized education program (IEP). It is called an IESP to distinguish it from the IEP that would be developed if your child were re-enrolled in our public school district.

- If the nonpublic school where you place your child is located within the geographic boundaries of our public school district, we will continue to provide special education services to your child, pursuant to an IESP.
- If you are a resident of New York State and the nonpublic school where you place your child is located in another state, your child may not be entitled to any or all of the special education services he/she might have received if enrolled in a public school. In this case, you must contact the school district in the other State where the school is located and they must determine your child's eligibility for services and develop a Services Plan, which will indicate the services to which you are entitled.
- If you have a dispute regarding special education evaluations or services provided for your child by the school district where the nonpublic school is located, you should pursue resolution of these disputes with that school district.

If you have any questions regarding these new requirements, please contact me at 516-237-2040.

Yours truly,



Catherine Fishman

Assistant Superintendent for Pupil Personnel Services
And Central Registration



REGISTRATION REQUIREMENTS

At the time of registration parents must bring the following:

- Proof of residency (see Acceptable Proofs of Residency below)
- Child's original birth certificate (if foreign born, translated into English) **FOR NEW ENTRANTS ONLY**

Acceptable Proofs of Residency

The following items are acceptable proofs of residency for Mineola Union Free School District:

- *If you own: a deed, closing statement or tax statement; for a co-op: a proprietary lease, current maintenance bill*
- *If you rent: a current lease, rental statement/agreement (cannot be month to month) or affidavits of residency (three forms obtained from this office) signed and notarized.*

*****AND*****

- *Any **three (3)** of the following (dated current or past month only, name of parent/guardian and residency address) – please note we will accept either gas or electric bill, **NOT both**:*

Water Bill	Mortgage Statement/Payment Booklet
Electric Bill	D.S.S. Correspondence
Gas Bill	Social Security Correspondence
Telephone Bill	Unemployment Correspondence
IRS Correspondence	Foster Care Agency Letter
Credit Card Statements	Mailed Bank Statement
Cell Phone Bill	Tax Bill
Cablevision or Satellite bill	Home/Tenant/Life/Health Insurance
Federal/State Mail with Address	Stamped Post Office Change of Address Form
Pay Stub with Current Address	Voter Registration
Oil Delivery Bill	

*****Once all documents are gathered and forms are complete, you MUST schedule an appointment*****

Michelle Rescigno, Registrar
mrescigno@mineola.k12.ny.us
(516) 237-2031 fax (516) 237-2048

Proof of residency addressed to a PO Box number is NOT acceptable. If the deed or lease is not in your name, you must obtain affidavits from this office in addition to 3 of the most recent items listed above.

PLEASE NOTE THAT THE SCHOOL DISTRICT RETAINS THE RIGHT TO TEMPORARILY DELAY COMPLETION OF THIS REGISTRATION PENDING EVALUATION OF THE INFORMATION PRESENTED IN ANY PORTION OF YOUR REGISTRATION MATERIALS



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PRIVATE SCHOOL TRANSPORTATION REQUEST FORM TO BE RETURNED TO CENTRAL REGISTRATION BY APRIL 1, 2022

Each year a separate personal request for transportation must be made by parents/guardians for each of their children that will be attending private school. In accordance with the laws of New York State, this form must be completed and returned to the District by April 1st of each year. Also in accordance with the laws of New York State, families moving into the District after April 1st must submit applications within 30 days of establishing residency to receive transportation. In addition, to be eligible for transportation to private schools, students must live further than the requirements listed below that are the same for public school students. (Subject to change).

Grades K-4: ½ mile Grades 5-7: 1 mile Grades 8-12: 1 ½ miles School distance limit of 15 miles

*Registration with the School District's Central Registration is required when changing schools. Please call (516) 237-2031 for residency requirements and to make an appointment.

I hereby request transportation for the following student for the school year 2022-2023.

Student's Name: _____ Date of Birth: _____

Address, Town, Zip: _____

Home Telephone: _____ Entering Grade: _____ Please Circle: Male Female

Parent/Guardian's Cell Numbers: _____

Private School's Name & Address: _____ Hours: _____

Current School: _____

Print Parent/Guardian Name

Today's Date

Signature of Parent/Guardian

The submission of false information or false statements in this application to the School District is a violation of New York State Penal Code 175.30 and is punishable by a fine and imprisonment of up to one year in jail. In addition, the District will pursue an action for tuition reimbursement against anyone whose false information on statements results in the enrollment of students into District Schools that they are not entitled to attend.

This portion of the Private School Transportation Request Form will be returned to confirm receipt of your application. If you have not received acknowledgement by mail prior to April 1st, please call the Transportation Office at (516) 237-2080. All applicants will be notified if they are not eligible for bus service based on mileage or age requirements.

School Year: 2022-2023

This Transportation request was received:

Student: _____ School: _____

Transportation

The mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

**Mineola Union Free School District
Non Public School Student Information Form
For School Year 2022-2023**

Date :	Transportation & Textbooks _____ Transportation _____ Textbooks _____		
<i>Student Information</i>			
	Student #1	Student #2	Student #3
First Name			
Middle Name			
Last Name			
Gender			
Ethnicity			
Date of Birth			
Place of Birth/ City/Country			
Date of Entry Into USA			
Current School & Grade			
School & Grade for 2022-2023			
<i>Address / Telephone Information</i>			
Home Telephone #			
Home Address - Street			
City / Town			
State			
Zip Code			
<i>Parent Information</i>			
	Father Information	Mother Information	Guardian
First Name			
Last Name			
Guardian Relationship			
Birth Place (Country Only)			
Date of Entry Into USA			
Home Phone			
Cell Phone			
E-Mail			