

# PORT WASHINGTON UNION FREE SCHOOL DISTRICT STUDENT REGISTRATION FORMS

**ALL REGISTRATIONS will be done electronically.**

All registration packets can be downloaded from this website or picked up in the Administrative Annex at 90 Avenue C. The links on the left include the following forms: New Student Registration, Change of Address, Verified Residence/ Non-Public-School and Existing Student Registration.

To return the completed forms please scan and email to [centralreg@portnet.org](mailto:centralreg@portnet.org) .

If you do not have access to a scanner, both iPhone and Android phones have built in scanning abilities.

**iPhone** - open notes, tap the camera button then tap scan documents. Tap save or add additional scans.

**Android** - go to the Google Drive app, in the bottom right tap add (+) then tap scan. Take a photo of the document you would like to scan. To scan another page tap, add and when finished tap Done.

Please understand that in accordance with Board of Education policies [5140](#), [5150](#), and [5153](#), no child will be admitted to school without all the necessary forms completed. **All documents are required at time of registration.** (Please note: several documents in the packet **must be notarized prior to submitting.**)

- **Registration for Kindergarten only, will take place beginning in January for the following September. It is important that you complete and return the registration packet within your school's registration period. Doing so will help the school district have the appropriate teachers in place at each building for the new school year. Children must be five years old by December 1st in the year they will begin Kindergarten.**
- **Students planning to enter Weber Middle School (grades six through eight) in September can register beginning in March. Please complete both the New Student Registration Forms and the Middle School Form. Early registration is encouraged to ensure that middle school students can attend orientation sessions and have their schedules processed along with continuing students. Students transferring from another middle school during the school year must register as soon as possible and are asked to bring their school records with them.**
- **Registration applications for students entering Schreiber High School in September will be accepted in the beginning of February.**

**All students must bring a copy of their current transcript or report card in addition to all other registration documents.**

If you need help with any aspect of the registration process, please call Central Registration at 767-5470 or email us at [CENTRALREG@PORTNET.ORG](mailto:CENTRALREG@PORTNET.ORG) .

If you are experiencing housing issues or a recent loss of housing, please call our McKinney-Vento Liaison, Jessica Shawver, at 767-4954.

The Office of Central Registration is in the Administrative Annex at 90 Avenue C. There is a separate entrance located on the south side of Daly Elementary School.

The Port Washington school district looks forward to meeting our new students and beginning what we are confident will be a successful partnership. If you have any question, please contact us.