



Riverhead Charter School

3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Fax (631) 369-6687

www.riverheadcharterschool.org

Board of Trustees

James Leslie, Board President
Susan Heintz, Vice President
Harry Histan, Treasurer/Secretary
Donna Bloxon, Trustee
Lincoln Johnson, Trustee
Angelo Nicholes, Trustee
Theresa Thompson, Trustee

Principal
Dorothy Porteus

Director of Operations
Michelle Dalpiaz

February 8, 2010

**Transportation Request Forms AND
District Registration Confirmation Forms
must be submitted prior to *April 1, 2010*
for the 2010-2011 school year!!**

Dear Parent/Guardian:

Please remember **that in order for your child(ren) to be eligible for admittance to the Riverhead Charter School for the 2010/2011 school year, you MUST complete the registration process at your home district and return the attached District Registration Confirmation form to us by March 31, 2010. You must also submit a Transportation Request form to your home district.** (This must be done every year even if your child already attends RCS. We will not be able to hold a seat for any child who does not register in the home district by that date. Only children who have registered in the home district will be able to attend RCS in the fall).

To register your child(ren) in your home district, you will need to bring the following information to your home school district:

- A. Child(ren)'s Original birth certificate (copies not accepted)
- B. Proof of residency (deed, rental agreement, current rent receipt or current utility bill). It must have your street address (No PO Box allowed).
- C. Photo ID of person registering child.
- D. Proof of custody of child if you are not listed on the birth certificate.
- E. Riverhead Charter School District Registration Confirmation Form (attached).

After you have registered in your Home School District, please return the completed District Registration Confirmation form to your child's teacher or the Riverhead Charter School Administration Office. **In addition, to ensure that your child has bus transportation for the next school year, you must submit a Transportation Request form to your home district (and a copy to RCS) by March 31, 2010.**

If you have any questions, please feel free to contact us in the Administration Building (631) 369-5800 ext. 2250. Thank you in advance for your attention to this important matter.

Sincerely,

Dorothy Porteus, Principal