

**The New York City Department of Education
Community School District 28**

Public School 144 - The School of Arts and Technology

93-02 69th Avenue Forest Hills, New York 11375 (718) 268-2775 Fax (718) 575-3734

Reva Gluck-Schneider, Principal

Jennifer Lucadamo, Assistant Principal

January 2010

Dear Parents/Guardians:

We are happy to announce that we will begin the Kindergarten Application process on Monday, February 1, 2010.

At this time, you will fill out a preliminary application form. You **MUST** bring with you two (2) proofs of address. Below is a list of acceptable documents as per the Office of Student Enrollment.

For proof of residence, any two (2) of the following documents are acceptable:

- Residential utility bill (gas or electric) in the resident's name issued by National Grid, or Con Edison; must be dated within the past sixty (60) days.
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, City Housing Authority, Human Resources Administration (HRA), the Administration for Children's Services (ACS), or an ACS subcontractor indicating the resident's name and address; must be dated within the sixty (60) days.
- An original lease agreement, deed, or mortgage statement for the residence.
- A current property tax bill for the residence.
- A water bill for the residence, must be dated within the past sixty (60) days.
- Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted; must be dated within the past sixty (60) days.

You **do not** have to bring your child with you at this time. The hours for visiting the school to fill out the paperwork are 9:00 am – 11:00 am and 12:30 pm – 2:00 pm beginning February 1.

Please make sure you have the required documents with you during the application process.

Thank you.

Sincerely yours,

Reva Gluck-Schneider
Principal

