



## Registration Requirements (2 Pages)

### A REGISTRATION APPOINTMENT IS REQUIRED!

To register a student in the West Orange Public Schools, please contact the Registration Office, at 973-669-5400, extension 20505, between the hours of 8:30 a.m. and 4:00 p.m., to schedule an appointment. **All appointments take place in the Administrative Offices located at 179 Eagle Rock Avenue.** Please be prompt for your appointment and have all required documents on hand. Failure to submit all required documentation at the time of registration will result in rescheduling your appointment for a later date. **Note: The student is not required to be in attendance during the registration process.**

### CHECKLIST OF DOCUMENTS REQUIRED FOR REGISTRATION APPOINTMENT:

**Proof of Residency for Homeowner** : One **notarized** form and three additional documents as follows:

- **Certificate of Residency – Homeowner Form:** completed and **notarized** by homeowner.
- **Proof of Ownership** - please provide **one** of the following documents :
  - Deed
  - Most Recent Municipal tax bill
  - Current Mortgage bill
- **Proof of Address** - please provide **two current** documents, some examples listed below:
  - Public Service bill
  - Water bill
  - Cable or satellite bill
  - Home or cell phone bill
  - Bank or Insurance statement
  - Paystub with name and address

**Proof of Residency for Renter:** Two **notarized** forms and three additional documents as follows:

- **Certificate of Residency-Renter Form:** completed and **notarized** by renter.
- **Statement of Landlord Form:** completed and **notarized** by landlord (property owner) or landlord's agent.
- **Proof of Tenancy** - please provide **one** of the following documents:
  - Current Lease
  - Current Signed and addressed Rent Receipts
  - Letter: **signed and notarized**, by relative/friend, stating that the parent/guardian and student are living in his/her home, and are not responsible for rent and bills for the home. This letter must be accompanied by **proof of ownership or tenancy** of the relative/friend.
- **Proof of Address** - please provide **two current** documents, some examples listed below:
  - Public Service bill
  - Water bill
  - Cable or satellite bill
  - Home or cell phone bill
  - Bank or Insurance statement
  - Paystub with name and address

Please be advised that the West Orange Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district. These visitations are conducted by Residency Verification Officers. Per Board Policy 5111: From time to time the Board of Education may require re-registration of all students.

### ALL PARENTS/GUARDIANS MUST SUPPLY THE FOLLOWING INFORMATION:

#### **Student Identification Information & Proof of Guardianship:**

- Please select **one or more** (as necessary) of the following from the list below:
  - Birth certificate (original with raised seal preferred)
  - Adoption papers
  - Custody papers (from Divorce Decree or Court Order, etc)

**Parent/Guardian Information:**

- Please provide **one** item that indicates you are the person listed as guardian in the Student's Information and in the Residency Documents submitted. Following are representative examples (presentation of a photo ID is preferred but optional):
  - Photo driver's license
  - Passport
  - State or Municipal ID
  - Motor vehicle non-driver ID
  - Work ID
  - Other photo or non-photo identification

**Change of Name:**

- If student or parent/guardian's current legal name is different from that on the student's identification information or proof of guardianship, please provide **one or more** (as necessary) of the following to show progression of name change:
  - Certified marriage certificate
  - Divorce papers
  - Court documentation
  - Other Proof of Name Change

**Medical information:**

- Immunization records
- Pupil health examination

**Please be advised that in the absence of medical records provided at time of registration, per N.J.A.C. 6A:22-4.1(h): "actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq."**

**Student's Previous School Information (as available/applicable):**

- School records (any or all of: report card, official transcripts, attendance/behavior records, participation in Gifted and Talented programs)
- Transfer Card
- IEP or 504 (for students requiring Special Education or Modifications)
- Latest Terra Nova or other standardized tests administered
- ESL test results for non-English speakers

**Please be advised that the absence of previous school records at time of registration, can delay the placement or creation of schedules for the incoming student, especially those entering middle or high school.**

**Additional documents (some requiring signature) that are included in this packet and/or will be completed during your registration appointment:**

- District Health History & NJ FamilyCare/Insurance Information Forms
- Emergency Contact Release Form
- Home Language Survey
- Individual Internet User Agreement
- PreK & K Pupil Information Form
- Provision for Emergency Medication Form
- Record Release Form
- School Messenger Notice
- Special Education Medicaid Initiative (SEMI) Parental Consent Form
- Student All-Media Permission Form
- Student Information Cover Sheet