

RENTERS

PLEASE READ STEPS

STEP ONE (1)

COMPLETE PRE-REGISTRATION ONLINE (INSTRUCTIONS ATTACHED)

STEP TWO (2)

COMPLETE ATTACHED PACKET (ATTACHED)

STEP THREE (3)

MAKE AN APPOINTMENT 973-669-5400 EXT 20505

ONLINE REGISTRATION INSTRUCTIONS

Log into <https://register.woboe.org/login>

Select "online registration forms and instructions"

Welcome to the West Orange Public Schools On-line Registration Forms Site
West Orange School District

ALREADY HAVE A LOGIN?


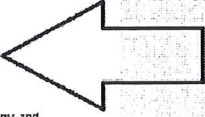
Username
Password

LOGIN

[Login Help](#)

NEW STUDENT TO THE DISTRICT?

Please click the button below to begin processing your On-line Registration Forms. By using these on-line forms you will save a considerable amount of time during your registration appointment.

On-line Registration Forms and Instructions

Scroll to section "registration Requirements" and select the packet based on your residence. *The packet must be completed and submitted the day of your appointment.*

- Please remember it is your responsibility to maintain your password to this On-line Registration Site in a secure manner. If you suspect that your password has been compromised, it should be changed immediately.
- 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.

Registration Information

- The electronic format is to help expedite the collection of Federal, State, and local mandated data.
- The submission of these on-line forms does not guarantee your student has met the requirements for admittance to the West Orange Public Schools. Birth Certificates and/or Custody/Adoption Papers, as well as Proof of Residency are required to be presented at the Registration Appointment.
- Please be prompt for your appointment and have all required documents (packet specific to your residential status) on hand.
- Failure to submit all required documentation at the time of registration will result in rescheduling your appointment for a later date.
- Only one parent is allowed into the building at the time of their registration appointment.

Registration Requirements - PLEASE READ CAREFULLY AND THEN CLICK THE "I AGREE" CHECK BOX AT THE BOTTOM OF THIS PAGE TO CONTINUE TO ONLINE REGISTRATION

1. PLEASE CLICK ON THE PACKET SPECIFIC TO YOUR RESIDENTIAL STATUS TO PRINT, COMPLETE AND BRING TO APPOINTMENT
(RENTERS PACKET) (HOMEDOWNERS PACKET)

2. ADDITIONAL DOCUMENTS AVAILABLE

a. **Special Education Medicaid Initiative (SEMI) Parental Consent Form:** Please provide completed and signed (if you are not interested in the program, please check off "NO" and sign)

- (SEMI) Parental Consent Form ([Click here](#))

b. **Health and Immunization Records:** Please provide medical information from the child's physician (for printable forms to take to physician, click on the form names below):

- Immunization Requirements Form ([Click here](#))
- Pupil Health Examination Form ([Click here](#))

Please be advised that in 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."

c. **1:1 Chromebook Program:** Please download and read the 1:1 Chromebook Parent/Student Handbook prior to signing the 1:1 Chromebook Agreement Form which is included in the above packets.

- 1:1 Chromebook Parent/Student Handbook ([Click here](#))

Scroll down and click "I agree" to proceed and complete the online application.

please check off "NO" and sign)

- (SEMI) Parental Consent Form ([Click here](#))

b. Health and Immunization Records: Please provide medical information from the child's physician (for printable forms to take to physician, click on the names below):

- Immunization Requirements Form ([Click here](#))
- Pupil Health Examination Form ([Click here](#))

Please be advised that in 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 necessary compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq."

c. 1:1 Chromebook Program: Please download and read the 1:1 Chromebook Parent/Student Handbook prior to signing the 1:1 Chromebook Agreement which is included in the above packets.

- 1:1 Chromebook Parent/Student Handbook ([Click here](#))
- 1:1 Frequently Asked Questions ([Click here](#))

3. CHECK OFF "I AGREE" TO PROCEED TO THE ONLINE PRE-REGISTRATION:

4. CALL TO MAKE AN APPOINTMENT, (IT'S REQUIRED):

West Orange School Public Schools, Registration Office

Address: 179 Eagle Rock Ave.

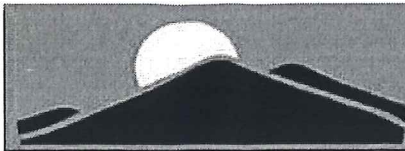
Appointment Hours: 9:00 a.m. and 4:00 p.m.

Phone: (973) 669-5400, extension 20505

I agree

SAVE AND NEXT

Once the online application is completed, contact the Registration Department
for an appointment 973-669-5400 ext 20505



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.** Failure to submit all required documentation at the time of registration will result in rescheduling your appointment for a later date. **The student is not required to be in attendance during the registration process.**

CHECKLIST OF DOCUMENTS REQUIRED FOR REGISTRATION APPOINTMENT:

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

- **Certificate of Residency-Renter Form (must be current):** completed and **NOTARIZED** by renter.
- **Statement of Landlord Form (must be current):** 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 (*Electronic ONLY*)
 - 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)
 - **must contain the name of the registering parent**
 - Adoption papers
 - Custody papers (from Divorce Decree or Court Order, etc.)
 - **must specify the residential, legal custody with the parent/guardian registering the student in West Orange**

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 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."

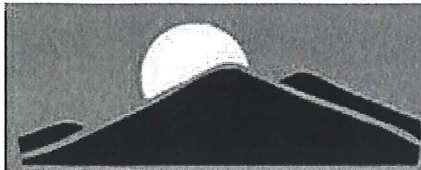
Student's Previous School Information (as available/applicable):

- 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
- Pre-K & 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



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, New Jersey 07052

Registration Department

(973) 669-5400 ext. 20505 Fax: (973) 324-1289

CERTIFICATE OF RESIDENCY: RENTER

To be Completed by Tenant (Please Print)

Parent/Guardian Name _____

Address _____

Telephone _____ Cell _____ Work _____

Student Name (s) _____

Do you reside at the above address? _____ Date moved in _____

Former address _____

Documents required to accompany this Certification: Please submit a signed and notarized Statement of Landlord, one (1) Proof of Tenancy, plus two (2) **current** public utility bills as proof of address:

Statement of Landlord: _____ Proof of Tenancy: _____ Lease _____ Rent Receipt _____ Letter _____

Proof of Address: PSE&G _____ Cable/Satellite _____ Water _____

Telephone/Mobile Phone: _____ Other _____

I/we affirm that I/we am/are the custodial parent(s) and/or guardian(s), of the student(s) listed above. I/we further state that this form and the attached documentation constitute true and accurate proof that the student(s) identified reside with me/us within the Township of West Orange. If any student named ceases to live with me/us, or if I/we move my/our residency, I/we will promptly notify the Board of Education in writing.

I/we certify that the foregoing statements made by me/us are true. I/we am/are aware that if any of the foregoing statements made by me/us are false, I/we am/are subject to punitive action. (N.J.S.A. 2C:28-2 and West Orange Municipal Ordinance #2028-05).

PLEASE SIGN AND HAVE THE FOLLOWING STATEMENT NOTARIZED:

I certify that the information provided above is correct. I fully understand that I will be held responsible for the full payment of tuition for all days of ineligible attendance, if the residency requirements have been found to be falsely reported.

Pre-K & Kindergarten \$20,747.00 Grades 1-5 \$23,000 Grades 6-8 \$23,198 Grades 9-12 \$23,245

Signature of Parent/Guardian _____

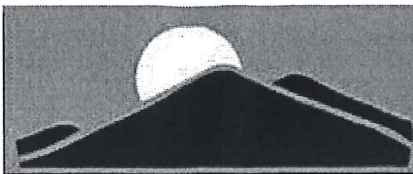
NOTARY:

Sworn and subscribed before me on this _____ day of _____ month _____ 20 _____ Year

Signature of Notary Public of New Jersey

My Commission Expires (Place Seal Here)

Signature of Staff Member Reviewing Residency



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, New Jersey 07052

Registration Office

(973) 669-5400 ext. 20505 Fax: (973) 324-1289

STATEMENT OF LANDLORD
TO BE COMPLETED BY OWNER/LANDLORD
(Please Print)

I/WE, _____ am/are the lawful owner or legal representative of the residential property located at _____ West Orange, New Jersey 07052.

Dwelling Type: Single Family _____ Two Family _____ Multi-Family _____

The residence or residential unit is currently under lease from and occupied by:
(Landlord must fill in all occupants names)

For a period of (dates):

_____ to _____

PLEASE SIGN AND HAVE THE FOLLOWING STATEMENT NOTARIZED:

The answers provided above are absolutely true and entitles the child/children of the above tenant to a tuition-free education in the Township of West Orange. I/we understand the above information is being relied upon by the West Orange Board of Education to determine a student's residency in West Orange. I/we fully understand that any false answers provided are subject, if proven false, to punitive action. (N.J.S.A. 2C:28-2 and West Orange Municipal Ordinance #2028-05).

Landlord Signature

Landlord Name (Print)

Landlord Address

City, State, Zip

Telephone

NOTARY:

Sworn and subscribed before me on this _____ day of _____ 20 _____
day month Year

Signature of Notary Public of New Jersey

My Commission Expires

(Place Seal Here)

WEST ORANGE PUBLIC SCHOOLS

179 Eagle Rock Avenue
Registration Office

West Orange, New Jersey 07052
(973) 669-5400 ext. 20505 Fax: (973) 324-1289

NEW STUDENT REGISTRATION INFORMATION

STUDENT INFORMATION:

Last Name _____ First Name _____ Middle Name _____
Student Gender: Male Female

Street Address in West Orange _____ Apartment/Floor # _____

Birth Date (Month/Day/Year) _____ City of Birth _____ State of Birth or Country of Origin _____

Date of Entry into USA (if not US born) _____ First Date Started School in US _____ Main Language Spoken in Home _____

Previous School Attended _____ School Address _____ Present Grade _____
Please check previous school type: Pre-School Public School Private School Charter School Other

PARENT/GUARDIAN INFORMATION (must prove legal guardianship):

First Legal Guardian (Person Registering Student) _____ Home Phone* _____ Cell Phone* _____
Father Mother Guardian Pending Guardian *Please circle which is primary #: Home / Cell

E-mail Address _____ Occupation/Employer _____ Work Phone _____

Second Legal Guardian (only if name is on birth/custody records) _____ Home Phone _____ Cell Phone _____
Father Mother Guardian Pending Guardian Deceased

Address (If different from Student's) _____ Occupation/Employer _____ Work Phone _____

Please check the following information (*can check more than one ethnic group):

Ethnic Group*: Black White Black Hispanic White Hispanic Native American/
Alaskan Native Asian Pacific Islander/
Native Hawaiian

1st Legal Guardian Marital Status: Married Separated Divorced Single Widow/er Dom. Partnership

Student Lives With: Both Parents Mother Father Guardian

Home Language Survey: Student's first spoken language: _____ Language parent/guardian speaks to Student: _____

Language student speaks to parent/guard.: _____ Language student speaks to siblings: _____

Language student speaks to other relatives: _____ Language student speaks to friends: _____

If the student previously attended a West Orange Public School, please complete the following:

West Orange School Attended _____ Dates Attended _____ Last Grade _____

TO BE COMPLETED BY REGISTRATION OFFICIAL

Student Number _____ Entry Date _____ School Assigned _____ Grade Assigned _____

SID#: _____ Transportation: Yes: _____ No: _____

Registration Official Signature: _____

West Orange Public Schools



Google G-Suite Student Accounts (K-12)

Dear Parents/Guardians:

The West Orange Public Schools provides all students in grades K-12 with access to a Chromebook and a personal student account for Google's G-Suite for Education (previously called GAFE -- Google Apps for Education). G-Suite for Education includes Google Docs (word processing), Google Sheets (spreadsheets), Google Slides (presentations), Google Drawing, Sites, and Forms.

Google's G-Suite for Education is a free service that is designed to:

- Provide students with access to current technology applications and free tools designed to promote collaboration between students and teachers;
- Give students the ability to work on their documents in school, home, or any location that is connected to the Internet via a laptop, desktop, or mobile device such as an iPad or Smartphone;
- Provide students with the ability to work collaboratively, engage in peer-editing of documents, and publish their work to be viewed by teachers and other students in the classroom.

Student G-Suite/E-mail Accounts

All students in the West Orange Public Schools are assigned a westorangeschools.org G-Suite Education account: example—**joesmith21@westorangeschools.org**. This account will be considered the student's official WOBOE username and future e-mail address until such time as the student is no longer enrolled in the West Orange Public Schools.

The accounts for elementary school students are restricted/controlled: students are able to log into Google services using their username, but they do not have access to email services. Students in secondary schools will have email permissions as outlined below:

- **Grades K-5:** Gmail is turned off (username is for accessing Google Apps)
- **Grades 6-8:** Walled Garden (only internal communication is possible with @westorangeschools.org domain; external emails are blocked)
- **Grades 9-12:** Complete Gmail functions

When using Google's G-Suite for Education services, students must follow all rules and guidelines set forth in the district's policies, including, but not limited to the following: **Internet Safety and Technology (6142.10)** and **Cell Phone and Other Electronic Portable Communications Devices (5131.20)**.

Access to and use of Google's G-Suite for Education and Apps is considered a privilege provided at the discretion of the West Orange Board of Education. The district maintains the right to immediately withdraw access and use of student accounts when there is reason to believe that a student has engaged in any of the prohibited conduct set forth in its policies or has otherwise violated the law or the rules and responsibilities set forth in the West Orange Public Schools' Acceptable Use Policy. In such cases, the alleged violation will be referred to the Principal for further investigation and adjudication.

If you wish, you may read more about the privacy, domain concerns, and parental controls, as per the Google Academic Agreement, here: <https://goo.gl/uGb2Nu>

If you have any questions or concerns, please feel free to contact Fil Santiago, Director of Technology: fsantiago@westorangeschools.org.

West Orange Public Schools

G-Suite, E-Mail Agreement Form

Once signed and dated, this form shall remain in effect for the entire time of your child's enrollment in the West Orange Public Schools. However, you may rescind this permission form at any time by submitting a written and signed letter to the principal of your child's school, and such rescission will take effect upon receipt.

Student Name: _____ Grade: _____

Parent/Guardian

By signing below, I agree to allow my child to have a G-Suite westorangeschools.org account. I understand that access to G-Suite is intended for educational purposes and that access may be rescinded at my request or by the district in case of student misuse of G-Suite Services.

Signature of Parent/Guardian

Date