

**PITMAN PUBLIC SCHOOLS**  
**Pitman, New Jersey**

**PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING**

**The questions asked in the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:28-2 specify that a free public education will be provided to any student between the ages of 5 and 20 who is:**

- Domiciled in the district, i.e. living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship.
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the US armed forces and has been ordered into active military service in the US armed forces in time of war or national emergency.
- Living with a parent or guardian who is temporarily residing in the district.
- The child of a parent or guardian who moves to another district as the result of being homeless.
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2.
- The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the US reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b).
- Residing on federal property within the state pursuant to N.J.S.A. 18A:38-7.7 *et seq.*

*Note that the following do not affect a student's eligibility to enroll in school:*

- Physical condition of housing or compliance with local housing ordinances or terms of lease.
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited student on a tuition basis in a US public secondary school.
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 *et seq.*
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district.

**The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.**

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency.
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of **personal attachment to a particular location.**

- Court orders, state agency agreements and other evidence of court or agency placements or directives.
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating **personal attachment to a particular location**, or, where applicable, to support of the student.
- Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency.
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an “affidavit student,” adult student, person(s) with whom a family is living, or others, as appropriate.
- Documents pertaining to military status and assignments.
- Any business record or document issued by a government entity.
- Any other form of documentation relevant to demonstrating entitlement to attend school.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may *voluntarily* disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but *we may not, directly or indirectly, require or request*.

- Income tax returns;
- Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa;
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy;
- Social security numbers.

**Please be aware that any initial determination of the student’s eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that tuition will be charged in the event that an initially admitted student is later found ineligible. If your student is found ineligible, now or later, you will be provided reasons for our decision and instructions on how to appeal.**

State law allows school districts to admit nonresident students, though policies adopted at board discretion, on a tuition basis. If your student is not eligible to attend school in this district free of charge, he or she may enroll on a tuition basis by contacting the Assistant Superintendent for Business at 589-0369.

**If you experience difficulties with the enrollment process, please see the school principal for assistance.**

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.**

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Signature

**PITMAN PUBLIC SCHOOLS  
PITMAN, NEW JERSEY**

**Please bring the following with you when registering your child:**

1. Your child's school information—any report cards or information to assist us in placing your child, copy of transfer card and health card if child is school aged, IEP if child receives Special Education services.
2. Your child's birth certificate (we will make a copy).
3. Photocopy of your child's original immunization record—**TO BE RETAINED BY THE SCHOOL DISTRICT** (See immunization requirements below).

**IMMUNIZATION**

All children are required by New Jersey State Law to be immunized prior to entering school.

By This Age	Child shall receive a total of	Interval
19 months-4 years	4 doses DPT/DTaP 1 dose Hib 3 doses Polio 1 dose MMR	16-17 months to complete the required series
School Entry Boosters (by ages 4-6)	School entry boosters consisting of: 1 dose DTP/DtaP 1 dose of poliovirus vaccine given on or after the 4 <sup>th</sup> birthday 1 dose of measles/MMR if not given before Hepatitis B – 3 doses required	Variable: Dependent upon when the child will be entering a school setting and the physician's preference

4. Proof of Domicile—Parent must show registering official one of the following:

Student lives with his/her family in their own or rented house or apartment.

Proofs: \_\_\_ Certificate of Occupancy or Copy of Lease (Notarized) **and**  
\_\_\_ Another verified form (i.e. utility or tax bill with name, address, etc.)

Student domiciled with another family.

Proof: \_\_\_ Affidavit of Support of Minor (Notarized)

Student was placed in Pitman by an agency or Court Order:

Proof: \_\_\_ Letter from Agency **or**  
\_\_\_ Court Order

Student living with his/her family, but in someone else's house or apartment.

Proof: \_\_\_ Letter from Homeowner (Notarized) **or**  
\_\_\_ Letter from Landlord (Notarized)

**SECTION A (DOMICILE):** Complete this section if the student is living with a parent or guardian whose permanent home is the address given on page 1 of this application and is located in the district. If you are the student's guardian, or will be the guardian of a student from out of state following expiration of the required 6-month waiting period, you will be asked to provide official papers proving guardianship. You will not be asked to produce "affidavit student" proofs of the type requested in Section B.

How long have you lived in this home? \_\_\_\_\_

Do you have any present intention of moving from this home? If so, when and to where? \_\_\_\_\_

Do you have residence(s) elsewhere, and if so, where are they and when do you live there? \_\_\_\_\_

Please list two forms of proof (see Preliminary Information) you will provide to demonstrate that the address on page 1 of this application is your permanent home.

1. \_\_\_\_\_

2. \_\_\_\_\_

If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.)

Does the student reside with one parent for the entire year? If so, with which parent and at what address? \_\_\_\_\_

If not, for what portion of time does the student reside with each parent and at what addresses? \_\_\_\_\_

If the student lives with both parents on equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of his application? \_\_\_\_\_

**Please note:** *No district is required, as a result of being the district of domicile for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent domiciled within the district to the extent required by law.*

If you are claiming to be an emancipated student, are you living independently in your own permanent home in the district? If yes, please describe the proofs you will provide, in addition to those demonstrating domicile, to demonstrate that you are not in the care and custody of a parent or legal guardian. \_\_\_\_\_

**SECTION B ("Affidavit" STUDENT):** *Complete this section if the student is living with a person domiciled in the district, other than the parent or guardian.*

Is the person domiciled in the district, supporting the student without remuneration as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain. (You will be asked to file a sworn statement, along with a copy of the person's lease, if a tenant, or a sworn landlord's statement, if the tenant is without written lease.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two forms of proof (see attached list) you will provide to demonstrate that the address on page 1 of this application is your permanent home.

1. \_\_\_\_\_
2. \_\_\_\_\_

Students are not eligible to attend school as "affidavit" students unless the student's parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purposes receiving a public education there. Please explain the circumstances applicable in this case, with special attention to the parent/guardian's family and/or economic hardship. (The parent/guardian will be required to file a sworn statement with documentation to support the claims made.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note:** A student will not be considered ineligible because required sworn statement(s) cannot be obtained, so long as evidence is presented that the underlying requirements of the law are being met.

*A student will not be considered ineligible when evidence is presented that the student has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the student.*

*A student will not be considered ineligible solely because a parent or guardian provides gifts or limited contributions, financial or otherwise, toward the welfare of the student, provided that the resident keeping the student receives no payment or other remuneration from the parent or guardian for the student's actual housing and support. Receipt by the resident of social security or other similar benefits on behalf of the student do not render a student ineligible.*

*It is not necessary that legal guardianship or custody be obtained before a student will be considered for enrollment on an "affidavit" basis.*

**SECTION C (TEMPORARY RESIDENT):** Complete this section if the student is living with a parent or guardian and is temporarily residing within the district, even if the parent has a domicile elsewhere.

How long have you lived in this residence? \_\_\_\_\_

Do you have a domicile or residence(s) elsewhere, and, if so, where are they and when do you live there? \_\_\_\_\_

Please list two forms of proof (see attached list) you will provide to demonstrate that you are residing at the address given on Page 1 of this application, and that such residence is not solely for the purpose of the student attending school in the district.

1. \_\_\_\_\_
2. \_\_\_\_\_

**If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:**

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) \_\_\_\_\_

Does the student reside with one parent for the entire year? If so, with which parent and at what address? \_\_\_\_\_

If not, for what portion of time does the student reside with each parent and at what addresses? \_\_\_\_\_

If the student lives with both parents on an equal-time, alternating week/month or similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application? \_\_\_\_\_

**Please note:** No district is required, as a result of being the district of temporary residence for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent residing within the district to the extent required by law.

**SECTION D (SPECIAL CIRCUMSTANCES):** Please indicate **if any of the following apply.**

\_\_\_\_\_ The student is the child of a parent or guardian who has moved to another district as the result of being homeless. (Referral will be made to the district liaison for Homeless Education.)

\_\_\_\_\_ The student has been placed in the home of a district resident other than the parent or guardian by court order. (You will be required to provide a copy of the order.)

\_\_\_\_\_ The student has been placed in the district by the Division of Youth and Family Services with the foster parent acting as the student's legal guardian or caregiver.

\_\_\_\_\_ The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States reserves ordered to active service in time of war or national emergency.

\_\_\_\_\_ The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. If this applies, when is the parent or guardian expected to return from active military duty? \_\_\_\_\_

\_\_\_\_\_ The student resides on federal property. Where? \_\_\_\_\_

\_\_\_\_\_ The student's circumstances do not appear to be addressed anywhere in this application. I understand that I will be contacted by the building principal for further information.

PITMAN PUBLIC SCHOOLS  
Pitman, New Jersey

REGISTRATION INFORMATION  
K-12

NAME OF STUDENT \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_  
Last First M.

DATE OF BIRTH \_\_\_\_\_ CITY OF BIRTH \_\_\_\_\_ STATE OF BIRTH \_\_\_\_\_  
Proof of Age: Transfer card \_\_\_\_\_ B.C. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
PO Box not accepted Indicate if not home phone

STUDENT RESIDES WITH: FATHER \_\_\_\_\_ MOTHER \_\_\_\_\_ BOTH \_\_\_\_\_ OTHER \_\_\_\_\_

ETHNICITY  American Indian/Alaskan Native  Asian/Pacific Islander  Black  Caucasian  Hispanic  Other  
Please specify

NATIVE LANGUAGE OF PARENT/GUARDIAN/PERSON ENROLLING STUDENT \_\_\_\_\_  
(If English is not the native language, please check here if English is spoken and understood by the parent/guardian/person enrolling student \_\_\_\_\_)

FATHER/STEPFATHER/GUARDIAN INFORMATION

NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ WORK PHONE \_\_\_\_\_

MOTHER/STEPMOTHER/GUARDIAN INFORMATION

NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ WORK PHONE \_\_\_\_\_

LIST **ALL** CHILDREN IN FAMILY:

NAME	DATE OF BIRTH	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did the student receive speech? YES \_\_\_\_\_ NO \_\_\_\_\_ Title 1/Basic Skills YES \_\_\_\_\_ NO \_\_\_\_\_

Did this student receive special education services in previous district? YES \_\_\_\_\_ NO \_\_\_\_\_ Classification \_\_\_\_\_

Last school attended \_\_\_\_\_ Address \_\_\_\_\_

School Phone Number \_\_\_\_\_

I authorize the release of school records from the last school attended to the current school placement.

\_\_\_\_\_  
Parent/Guardian Signature

DATE \_\_\_\_\_

\_\_\_\_\_  
REGISTRAR SIGNATURE

Any false or fraudulent information will result in retroactive tuition charges and/or removal of the student from school.