



SOUTHAMPTON TOWNSHIP PUBLIC SCHOOL #1

in Historic Vincentown Village

26 Pleasant Street

Southampton, New Jersey 08088

Telephone (609)859-2256 ext. 130 Facsimile 609.859.0142

Website: www.southampton.k12.nj.us

“Building a Tradition of Excellence”

Brianna L. Chapin

Principal

NEW STUDENT REGISTRATION REQUIREMENTS

Thank you for requesting this Registration Packet, we welcome you to Southampton Township School #1. We have compiled the enclosed forms for your convenience. Please review the packet carefully and complete all items prior to making an appointment.

To insure a timely registration process, we request you contact your child’s current school and complete the Student Transfer card there prior to registering your child with us.

The following **ORIGINAL** documentation must be brought with you to registration; the registrar will make copies and return the originals to you:

1. Original Birth Certificate - An original state birth certificate with a raised seal is needed as proof of age. No copies will be accepted.
2. Proof of Residency (3 items required):
 - You **must** provide at least **one** of the following original documents:
 - Current property tax bill or year-end statement, deed, title, mortgage, contract of sale, lease, or any other evidence of property ownership, tenancy or residency.*
 - You must also provide at least **two** of the following original documents:
 - A valid driver’s license, a current utility bill, voter registration, a cancelled utility, rent or mortgage check or other evidence of expenditure demonstrating personal attachment to residency.
3. Completed Domicile or Residency Information packet (enclosed packet pp. 1-2 & 5-9)
4. Completed Registration Form (enclosed yellow form pp. 3 & 4)
5. Completed Emergency Information Sheet (enclosed pink form)
6. Completed Physical Examination form (enclosed blue form).
 - **Please note: a Physical Examination given by your child’s health care provider within 365 days of the first day of school is required by the New Jersey Department of Health and the New Jersey Department of Education before your child may begin school.**
7. Copy of Current Immunization Records
8. Completed Student Transfer card
9. Last Report Card from previous school
10. Any standardized test or diagnostic assessment scores (ASK, Terra Nova, MAP, AIMSweb, etc.)
11. Copy of existing IEP/504 plan (if applicable)
12. Court Orders/legal papers - if there are custodial issues, or other legal matters that we should be aware of (i.e. guardianship, custody, restraining orders, etc.).

Parents/guardians should call Mrs. Denise Ciesla at 609-859-2256, extension #130, if you have additional questions. Questions relating to immunization and physical examination requirements may be addressed to Ms. Christine Palmer, School #1 Nurse, at 609-859-2256, extension #142.

NOTE: if person registering child is not the property owner/tenant or is not listed on the property deed, mortgage, title or lease – a notarized **Affidavit of Domicile by Co-Residents or a signed, dated notarized letter from the property owner/tenant indicating the names of all people (including the child) living at that address must be presented at time of registration. The property owner/tenant **must** also provide the required original documentation listed in # 2 above as proof of their domicile in the township.*