

**PITMAN PUBLIC SCHOOLS
PITMAN, NJ**

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.

REGISTRAR INFORMATION SHEET

PROCEDURE:

Give all registrants the Preliminary Information pages, Registration Information, the appropriate form (Section A, B, C or D) and if applicable, the Sworn Statement of Landlord. If Section D applies under homeless, contact Jenifer Gillin at 856-589-2888 before completing the registration.

If the student receives Special Education services, please direct the parent to the Special Services Office to complete the registration.

The person in each school who accepts and completes the registration must sign as the registrar on the bottom of the Registration Information page.

Complete Section A (DOMICILE) 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.

Complete Section B ("AFFIDAVIT" STUDENT) if the student is living with a person domiciled in the district, other than the parent or guardian. Person who is domiciled in the district must provide proof of residency as in Section A. According to 6A:28-2.6 the district "...shall not demand or suggest that legal guardianship or custody must be obtained before enrollment will be considered..."

Complete Section C (TEMPORARY RESIDENT) if the student is living with a parent or guardian temporarily residing within the district. (Not Homeless)

Complete Section D (SPECIAL CIRCUMSTANCES, including Homeless) if the student's situation is not addressed by Section A, B, or C or if any of the circumstances in Section D apply. Refer to information sheet for Determination of Homelessness to assist in the determination.

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 transfer card and health card if child is school aged.
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 attached).
4. Completed Physical Exam Report by your family physician. (ENCLOSED)
5. 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 Occupany or Copy of Lease (Notorized) and

___ Another verified form (i.e. utility or tax bill with name, address, etc.)

Student domiciled with another family.

Proof: ___ Affadavit 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 this 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 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.)

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 residences(s) elsewhere, and if so, where are they and when do you live here?

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 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 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
HOME LANGUAGE SURVEY

PART A
HOME INFORMATION

1. STUDENT'S NAME _____ 5. TELEPHONE _____
2. DATE OF BIRTH _____ 6. ADDRESS _____
3. PLACE OF BIRTH _____
4. PARENT/GUARDIAN'S NAME _____ 7. SCHOOL _____
_____ 8. TEACHER _____

PART B
LANGUAGE INFORMATION

1. What language did your child speak first? English _____ Other Language _____
Dialect _____
2. What language do you speak most often to your child at home? English _____ Other Language _____
Dialect _____
3. What language does your child most often use when speaking to you at home? English _____ Other Language _____
Dialect _____
4. What language does your child most often use when speaking to brothers and sisters? English _____ Other Language _____
Dialect _____
5. What language does your child speak most often with other family members? English _____ Other Language _____
Dialect _____

In which language do you wish the school to send you communications? _____
Indicate Language and Specific Dialect

Parent/Guardian's Signature

Date

*RETURN TO DIRECTOR OF SPECIAL SERVICES IF ANY OTHER LANGUAGE CATEGORY IS INDICATED

PITMAN PUBLIC SCHOOLS, PITMAN, NJ

REGISTRATION INFORMATION

K-12

NAME OF STUDENT _____ MALE _____ FEMALE _____

DATE OF BIRTH _____ CITY OF BIRTH _____ STATE OF BIRTH _____ GRADE _____

ADDRESS _____ HOME PHONE _____

STUDENT RESIDES WITH: FATHER _____ MOTHER _____ BOTH _____ OTHER _____

ETHNICITY American Indian/Alaskan Native Asian/Pacific Islander Black/African American
 Caucasian/White Hispanic Other

FATHER/STEPFATHER/GUARDIAN INFORMATION (CIRCLE)
NAME _____ CELL PHONE _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

EMAIL ADDRESS _____

MOTHER/STPMOTHER/GAURDIAN INFORMATION (CIRCLE)
NAME _____ CELL PHONE _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

EMAIL ADDRESS _____

LIST OTHER 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 changes and/or removal of the student from school.

PITMAN PUBLIC SCHOOLS

MCKINNEY-VENTO ELIGIBILITY SCREENING

STUDENT NAME: _____

SCHOOL/GRADE: _____

In accordance with the New Jersey state law (N.J.S.A. 18A:38-1 and 18A:7B-12), it is necessary to determine the residence of students entering the school district.

Please indicate if the student resides in any following facilities. If you are in a homeless situation, be assured that this information is kept in the strictest of confidence.

- _____ Hotel/motel
- _____ Car
- _____ Transitional housing facility
- _____ Shelter/Domestic violence shelter/Runaway youth shelter (circle)
- _____ Campground
- _____ Home for adolescent school-age mothers
- _____ Migrant family dwelling
- _____ Family/friend's home (relationship: _____)
- _____ Is this arrangement by:
 - _____ Choice? Is this temporary or permanent? (circle)
 - _____ Necessity in that you are homeless? **If homeless please see Jenifer Gillin, Special Services Office**
- _____ None of the above situations apply, i.e. residing in own residence

Parent/Guardian/Foster Caregiver

Signature: _____

Date: _____