

SPOTSWOOD PUBLIC SCHOOLS

New Student Registration Information

THE FOLLOWING INFORMATION IS NEEDED TO REGISTER YOUR CHILD:

Incomplete packets will not be taken.

- **Proof of Residency**
 - ✓ **If you own your home** – provide a current property tax bill, current mortgage statement or deed
 - ✓ **If you rent your home** – provide a current lease. If you do not have a lease please contact the Board Office for an Affidavit of Residency. This Affidavit must be completed by the owner of the home and needs to be notarized.

 - ✓ **In addition to the above, we request four (4) current forms of documentation, such as:** PSE&G bill, cable bill, phone bill, driver's license, medical/insurance bill, bank statement, court orders, voter registration card, state agency documents (all documents must have parent/guardian's name and address) We will evaluate whatever documentation you provide, but it is to your advantage to provide as much as possible to support your claim of residency.

- **Original Birth Certificate** – TRANSLATED in English

- Proof of Custody (if applicable)

- Copy of your child's last report card

- Health records (**a copy of immunizations is required before admission**) Any new student registering in our schools from out of country must have a physical exam and a Mantoux shot before they can attend school. This documentation must be presented to the school nurse for approval. Proof of immunizations must also be presented and reviewed by the school nurse. If the family needs time to obtain immunization documentation from their respective country, they are allowed 2 weeks. If these are not produced within 2 weeks in English translation, the student will be excluded from school until acceptable documentation is received.

- IEP, if your child is classified

FORMS TO RETURN: Please fill out the following enclosed forms and return them to Kathy Bonczek, at the Spotswood Board Office with the required documentation:

- ✓ Student Information Form
- ✓ Registration Form
- ✓ Request for School Records (Release Form)

Please call for an appointment when you have a complete packet to register.

TRANSPORTATION: Spotswood residents who are eligible for transportation will be notified. Transportation is provided for Helmetta and Milltown residents. You will be contacted with the location and pick-up times for your children.

AFTER SCHOOL PROGRAM: If you will require before or after school care for your child, please contact the CARES Program at 732-723-2200 X3500 for information and registration.

**After the proper documentation is provided, it will be forwarded to the appropriate school and you will be contacted regarding final enrollment.

If you have any questions, please contact Kathy Bonczek at 732-723-2200 X5030 or Kbonczek@spsd.us

Revised 10/19/16