



# FRELINGHUYSEN TOWNSHIP SCHOOL

780 Route 94, Newton, NJ 07860 [frelinghuysenschool.org](http://frelinghuysenschool.org)

## Registration Checklist

The following is a checklist of the documents needed to register your child/children into the Frelinghuysen Township school system. You will be required to produce original documentation (3 proofs of residency, birth certificate, immunizations and landlord affidavit if applicable) to the office at which time copies will be made for your child's file. To schedule a registration appointment, please reach out to Ms. Higgins at [higgins@frelinghuysenschool.org](mailto:higgins@frelinghuysenschool.org) or by calling 908-362-6319.

(1) Registration packet must be completed in its entirety.

(2A) Proof of Residency

- **Renters must have** a notarized Landlord Statement Form (form included in packet) and a current valid lease **PLUS** three supporting items from (2B) below.

**OR**

- **Home owners must have** a mortgage statement or tax bill **PLUS** three supporting items from (2B) below.

(2B) Three proof of residency must include items from the following categories: Cable bill, telephone bill, PSE&G bill, cell phone bill, insurance bill, water bill, bank statement, New Jersey Driver's license, or recent paycheck/stub.

(3) Birth Certificate for Child/children with raised seal.

(4) Up to date immunization record & Student Health Forms.

(5) Custody/Adoption papers (if applicable).

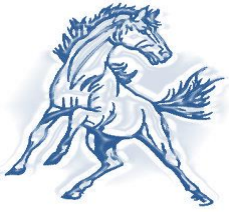
(6) Court orders or state agency agreements (if applicable).

**Transfer Student - Must provide all the above and note the following:**

(7) Transfer students must be signed out of prior school at time of registration.

(8) Transfer students must provide an unofficial transcript and report card. Students coming from a public school in NJ must obtain a transfer card with the State Identification number from prior school and bring the completed Transfer Students Record Request Form.

(9) If your child has special needs and has an IEP or Section 504 Accommodation Plan, please indicate at time of registration.



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## Registration Checklist – Continued

### Change of Address

- (1) Registration packet must be completed with new address and contact numbers.
  
- (2A) Proof of Residency
  - **Renters must have** a notarized Landlord Statement Form (form included in packet) and a current valid lease **PLUS** three supporting items from (2B) below.
  - OR**
  - **Home owners must have** a mortgage statement or tax bill **PLUS** three supporting items from (2B) below.
  
- (2B) Three proof of residency must include items from the following categories: Cable bill, telephone bill, PSE&G bill, cell phone bill, insurance bill, water bill, bank statement, New Jersey Driver's license, or recent paycheck/stub.