



FRELINGHUYSEN TOWNSHIP SCHOOL

780 Route 94, Newton, NJ 07860 frelinghuysenschool.org

Registration Checklist

The following is a checklist of the documents needed to register your child/children into the Frelinghuysen Township school system. All documents (3 proofs of residency, birth certificate, immunizations and landlord affidavit if applicable) must be scanned and emailed to Mrs. Deuel to deuel@frelinghuysenschool.org at the time of registration submission. Please be advised that once restrictions are eased you will be required to produce original documentation to the office at which time copies will be made for your child's file.

(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.

(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.

(9) If your child has special needs and has an IEP or Section 504 Accommodation Plan, please



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indicate at time of registration.

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.