

MONROE TOWNSHIP PUBLIC SCHOOLS

CENTRAL OFFICE REGISTRATION

423 Buckelew Avenue

Monroe Township, NJ 08831

Please use this as a **CHECKLIST** to ensure you have the required documents for registration. **ALL** documents **MUST** be uploaded directly to the online portal before student can be registered. **Go to www.monroe.k12.nj.us** → Site Shortcuts → Student Registration → Online Registration Portal. Once all the information has been uploaded, you will receive a 3-page student profile with a bar code.

- ORIGINAL BIRTH CERTIFICATE**
Proof of Student's Date of Birth
NO Copies, NO hospital certificate
- RELEASE OF RECORDS FORM**
Name, address and phone number of the school child is transferring from. (*a copy of the form can be downloaded in the portal*)
- IMMUNIZATION RECORD**
Showing **MONTH/DAY/YEAR** of each vaccine your child has received to date. The document must indicate the student's name, the name of the doctor or clinic, and the signature and/or stamp of the doctor. Failure to provide appropriate information regarding immunization may delay your child's attendance in school. Any questions, please contact the school nurse.
- SCHOOL RECORDS**
Transfer Card, Current Report Card, IEP, 504, ESL Wida Access Test Scores and Recent Standardized Test Results. **If child is classified, please provide a copy of the Individualized Educational Plan (IEP), Child Study Team Records, Speech and Language Services, and Reports from Early Intervention Programs, if available.*
- MANTOUX TB TEST**
Students relocating from any other area may need a TB test as mandated by law. This will be determined by the school nurse. If it is required, **must be provided to school within 30 days.**
- SEMI PARENTAL CONSENT FORM (if applicable)**
Only if student has special needs. (*a copy of the form can be downloaded in the portal*)
- PHYSICAL EXAMINATION FORM**
Must have been completed within the past 365 days, signed by your child's physician.
- PARENT'S LICENSE**
- FREE AND REDUCED LUNCH FORMS (from previous school if applicable)**
Free and Reduced Price School Meals Household Application OR Notification for Free Meals/Free Milk through Direct Certification
- COURSE SELECTION FORM (if applicable)**
Only for grades 6, 7 & 8 (*a copy of the form can be downloaded in the portal*)
- CUSTODY PAPERS**
Proof of Legal Guardianship
Foster Parent Papers (if applicable)
Adoption Paper (if applicable)
- PROOF OF RESIDENCY (4)-DOCUMENTS IN TOTAL ARE REQUIRED**
The Monroe Township Board of Education will accept a combination of any of the following or similar forms of documentation:
(1)-of the documents listed below is REQUIRED:
 - Property tax bills; deeds; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency.**(3)-of the documents listed below are REQUIRED:**
 - Utility Bills; Bank Statements; Voter registrations; permits; delivery receipts; and other evidence of personal attachment to a particular location; bank statements; internet or cell phone bills; Closing Disclosure (Signed); homeowner's or renter's insurance.
 - Court orders; State agency agreements; and other evidence of court or agency placements or directives.
 - Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location or to support the student.
 - Documents pertaining to military status and assignment.
 - Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency.
 - Affidavits, certifications, and sworn attestations pertaining to statutory criteria for school attendance from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate.
 - Any other business record or document issued by a government entity.
- LIVING WITH ANOTHER FAMILY IN MONROE TOWNSHIP:** Owner of the home needs to provide '4' proofs of residency (see Proof of Residency above). An Affidavit of Residency should be signed and notarized.
** Please contact Lisa Goldstein at 732-521-1500 Ext. 4248 or Lisa.Goldstein@monroe.k12.nj.us regarding this information.*