

(PLEASE CALL NICHOLE COSTELLO TO MAKE APPOINTMENT 783-6261)

REGISTRATION DIRECTIONS

The following information must be provided before the student can be registered as a student at Somerdale Park School.

Proof of Residency

- **Lease or renting residence:** If renting an apartment or other property, please provide a copy of the lease – students and all family members' names **must** be on the lease. Also two current utility bills (gas, electric, water, etc.) that show your name and the address on them will have to be submitted at time of registration.
- **Recent purchase of new home:** Signed and dated settlement papers reflecting new address are required. Also provide **two** current utility bills (gas, electric, water, etc.) a tax bill may be substituted for (1) utility bill.
- **If you and the student live with someone in our school district:** An Affidavit of Residency (which is to be returned notarized) is required. The person with whom you are living with must fill out Form A of the affidavit and provide a lease (if renting) with all family members on it along with **two** current utility bills with the current address and their name on them. If they own the property, they must provide a current tax bill and utility bill. You are to fill out the A-1 form and provide proof of residence for this address, including a driver's license and two forms of **official** mail. If only the student is living with someone in our school district, we must have legal guardianship papers or court ordered custody documents.

Student Information

- The student must be formally withdrawn from his/her previous school before they can be registered at Somerdale Park School. Please provide a formal withdrawal form and copies of their report card and test scores.
- Must provide an official copy of the student's immunization records that meet the current New Jersey Chapter 14 Requirements.
- Medical Evaluation form (completed by doctor) or doctor's note with appointment date. If the student had a physical within the last 12 month's you can provide a copy of it.
- The student's Original Birth Certificate must be provided at registration, and should reflect the parent's names.

If you fail to provide any of the correct information as stated above, it may result in the student being excluded from school until such information has been obtained. **You have 30 days to provide any missing non-medical items.**

