



# Central Registration Check List

## Student Information

Registration Date:
Student Name:

## Central Registration Office – Required Documents

<u>Required Documents</u>	<u>Description</u>	YES (Applicable)	NO (Not Applicable)
<b>Birth Certificate</b>	Original with raised seal		
<b>Parent/Guardian Photo ID</b>	Non-Driver photo ID card from NJDMV NJ State Driver's license w/photo Original Passport		
<b>Immunization Record</b>	Current copy from physician		
<b>Universal Health Form</b>	Current copy from physician		
<b>Strep Permission &amp; Health History Form</b>	Completed and signed by Parent/Guardian		
<b>Medication Permission/Action Plan</b>	Current copy from physician		
<b>Proof of Residency (3)</b> <u>Category A (1) document</u> -Property Deed -Real Estate tax bill -Rental lease (list entire family and all children living at residence) -Closing statement for the purchase of residence -Affidavit from owner, Parent, Guardian	<u>Category B – 2 documents (Dated within the last 30 days)</u> -Utility bill (water, gas, electric) -Bank statement -1 <sup>st</sup> class letter/mail from state or federal agency -Home/apartment insurance		
<b>Legal Guardian Custody Documents</b>	(if applicable) Original court documents		
<b>Passport/Immigration Documents</b>	(if applicable) Original passport/immigration papers		
<b>Release of Records</b>	Release form signed by the Parent/Guardian or an authorized signer for all siblings to release records and school transfer card information		
<b>Individual Education Program (IEP) Record</b>	(if applicable) Needed if student is SpecEd at the time of the registration appointment		
<b>Online Registration Confirmation</b>	Confirmation sheet		