



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)
Birth Certificate	Original with raised seal		
Parent/Guardian Photo ID	Non-Driver photo ID card from NJDMV NJ State Driver's license w/photo Original Passport		
Immunization Record	Current copy from physician		
Universal Health Form	Current copy from physician		
Health History Form	Completed and signed by Parent/Guardian		
Medication Permission/Action Plan	Current copy from physician		
Proof of Residency (3) <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 st class letter/mail from state or federal agency -Home/apartment insurance		
Legal Guardian Custody Documents	(if applicable) Original court documents		
Passport/Immigration Documents	(if applicable) Original passport/immigration papers		
Release of Records	Release form signed by the Parent/Guardian or an authorized signer for all siblings to release records and school transfer card information		
Individual Education Program (IEP) Record	(if applicable) Needed if student is SpecEd at the time of the registration appointment		
Online Registration Confirmation	Confirmation sheet		