



Central Registration Check List

Student Information - 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		
Physical Examination Record Current copy from physician	<u>-Universal Health Form (Grades PreK-6)</u> <u>-State Physical Evaluation Form (Grades 7-12)</u>		
<u>Health History Form</u>	Completed and signed by Parent/Guardian		
<u>Medication Permission/Action Plan</u>	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 <u>-Affidavit</u> 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		
<u>Release of Records</u>	Release form signed by the Parent/Guardian or an authorized signer for all siblings to release records and school transfer card information *Foreign transcripts should be translated into English by a professional credential evaluation agency.		
Individual Education Program (IEP) Record	(if applicable) Needed if student is SpecEd at the time of the registration appointment		
Online Registration Confirmation	Confirmation sheet		