



# Central Registration Check List

## Student Information - 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>Physical Examination Record</b> Current copy from physician	<u>-Universal Health Form (Grades PreK-6)</u> <u>-State Physical Evaluation Form (Grades 7-12)</u>		
<b><u>Health History Form</u></b>	Completed and signed by Parent/Guardian		
<b><u>Medication Permission/Action Plan</u></b>	Current copy from physician		
<b>Proof of Residency (3)</b> <b><u>Category A (1) document</u></b> -Property Deed -Real Estate tax bill -Rental lease (list entire family and all children living at residence) -Closing statement for the purchase of residence <b><u>-Affidavit</u></b> from owner, Parent, Guardian	<b><u>Category B – 2 documents (Dated within the last 30 days)</u></b> -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><u>Release of Records</u></b>	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.		
<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		