



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) - Roxbury Residents only			
<u>Category A (1) document</u>	<u>Category B – 2 documents</u> (Dated within the last 30 days)		
-Property Deed	-Utility bill (water, gas, electric)		
-Real Estate tax bill	-Bank statement		
-Rental lease (list entire family and all children living at residence)	-1 st class letter/mail from state or federal agency		
-Closing statement for the purchase of residence	-Home/apartment insurance		
-Affidavit from owner, Parent, Guardian			
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		X
Individual Education Program (IEP) Record	(if applicable) Needed if student is SpecEd at the time of the registration appointment		
Online Registration Confirmation	Confirmation sheet		