



# Jackson School District

151 Don Connor Blvd.  
Jackson, NJ 08527  
732-833-4600  
732-833-4609 - FAX

## HOW TO REGISTER YOUR CHILD

- Parent/guardian Driver’s License or valid photo ID
- Certified copy of Birth Certificate
- Student Transfer Card and Health Records from previous New Jersey public school OR physician’s immunization records
- **Four** acceptable proofs of residency with parent’s name and physical Jackson address – not a PO Box as follows:
  - **One** proof of residency should preferably consist of one of the following: (a) Original Deed; (b) Copy of Mortgage or Mortgage Statement; (c) Original Lease/Rental Agreement(the District must be provided an updated/renewed agreement upon expiration for all leases/rental agreements); or (d) Signed and notarized affidavit of renter’s landlord attesting to proof of residency;

**And**

- **Three** additional documents listed on page 2 of this packet. No more than 1 document will be accepted for each type of residency proof (i.e., no more than 1 receipt).
- In the event the student and parent are residing with a third party, the third party must prove residency as listed above. A “Third Party Residency Form – Part A and Part B” must be completed and notarized by both the third party and the parent/guardian before the student will be registered. In addition, one proof of residency for the third party is required.
- Proof of Guardianship signed by a Judge or custody/divorce papers indicating residential custodial parent (if applicable).

Please contact Kim Siciliano in the Registrar’s Office (732-833-4661) to set up an appointment to register your child.

Registration forms are available at the District website: [www.jacksonsd.org](http://www.jacksonsd.org). Follow the District Resources link to “How to Register Your Child”. Please complete a Registration Form and Request for Records Form for each student.

\* \* \* \* \*

Appointment Date: \_\_\_\_\_

Time: \_\_\_\_\_

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district.

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency.
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location.
- Court orders, state agency agreements and other evidence of court or agency placements or directives.
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student.
- Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency.
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate.
- Documents pertaining to military status and assignment.
- Any business record or document issued by a governmental entity.
- Any other form of documentation relevant to demonstrating entitlement to attend school.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may *voluntarily* disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but *we may not, directly or indirectly, require or request:*

- Income tax returns
- Documentation/information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa.
- Social security numbers