

## REGISTRATION INSTRUCTIONS

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### Step 1. Complete Online Pre-Registration

Go to <http://www.fridayparentportal.com/secaucus/preregistration> fill in the information and answer the questions. The pre-registration process must be completed in a single sitting.

### Step 2: Supply Required Documentation

The Secaucus Public School District requires five primary documents:

- The child's birth certificate (an original or certified copy with a raised seal is required within 30 days of enrollment. Document will be photocopied and immediately returned.)
- Four additional documents – 2 documents from Column A and 2 documents from Column B:

<b>Required for All Registrations</b>	
<ul style="list-style-type: none"> <li>• The original or a certified copy of the child's birth certificate (Due within 30 days of enrollment)</li> </ul>	
<b>Column A (2 Required)</b>	<b>Column B (2 Required)</b>
<ul style="list-style-type: none"> <li>• Property Tax Bill</li> <li>• Contract of Sale</li> <li>• Lease Agreement</li> <li>• Mortgage</li> <li>• Deed</li> <li>• Certificate of Residency</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Bill</li> <li>• Other Bill with Current Address (e.g., cable bill, credit card or bank statement)</li> <li>• Canceled Check</li> <li>• Court Order</li> <li>• Affidavits (as required, see Step 4 below)</li> <li>• Other relevant documentation</li> </ul>

*Additionally, you must furnish the following at the time of registration:*

- The student's transfer card (if transferring from another school)
- Copy of your child's latest report card and standardized test scores (if applicable)
- Copy of the child's latest transcript (for Grades 10, 11 or 12 only)
- Athletic Form (required by all students in grades 9-12)
- Proof of Immunizations
- Student Physical
- Language Survey
- Student health questionnaire (for Kindergarten students only)
- Parent questionnaire (for Kindergarten students only)

### Step 3: Contact School or Schools and Make a Registration Appointment

Contact your neighborhood school, the Middle School or the High School to arrange for an appointment. If you are unsure which school to contact, please call the District Central Office.

<b>Secaucus High School</b> 201-974-2033 <a href="http://shs.sboe.org">http://shs.sboe.org</a>	<b>Clarendon Elementary</b> 201-974-2010 <a href="http://clarendon.sboe.org">http://clarendon.sboe.org</a>
<b>Secaucus Middle School</b> 201-974-2025 <a href="http://sms.sboe.org">http://sms.sboe.org</a>	<b>Huber St. Elementary</b> 201-974-2053 <a href="http://huber.sboe.org">http://huber.sboe.org</a>
<b>District Central Office</b> 201-974-2000 <a href="http://www.sboe.org">http://www.sboe.org</a>	

### Step 4: Review Residency and Affidavit Instructions (Please read carefully)

*The questions asked in the registration application will enable the district to determine your student's eligibility to attend school in this district in accordance with New Jersey law.*

*Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 specify that a free public education will be provided to any student between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:*

- Domiciled in the district means that a student is living with a parent or guardian and is permanently residing within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship.
- Living with a parent or guardian who is temporarily residing in the district with another family.
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency.
- The child of a parent or guardian who moves to another district as the result of being homeless.
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2.

*The following do not affect a student's eligibility to enroll in school:*

- Physical condition of housing or compliance with local housing ordinances or terms of lease.
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school.
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment, pursuant to N.J.S.A. 18A: 36-25.1.
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district.

**The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.**

- 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, canceled 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.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

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 or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa;
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy;
- Social security numbers.

**Any determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation. Tuition may be assessed in the event that an initially admitted student is found ineligible. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal.**

**Furthermore, all families registered in to Secaucus Public Schools are subject to visitation by the district's Residency Officer. This individual will identify him or herself, have official photo identification, and may visit homes on weekdays, weekends, as early as 6:00 a.m. or as late as 9:00 p.m.**

If you experience difficulties with the enrollment process, please contact:

Superintendent of Schools  
Secaucus Board of Education  
685 Fifth Street  
Secaucus, NJ 07094

Or call: 201-974-2000.