



Administrative Offices, 685 Fifth Street, Secaucus, NJ 07094

To: Registrant
Re: Residency Affidavit Instructions

If necessary, please complete the appropriate Residency Affidavit as outlined below.

<i>If...</i>	<i>Then...</i>
...no written lease exists...,	...your landlord must complete <i>Residency Affidavit 1.</i>
...the student is living with a person who is domiciled in the Secaucus district other than the parent or legal guardian...,	...the parents or legal guardian must complete <i>Residency Affidavit 2a.</i> and the non-parent resident must complete <i>Residency Affidavit 2b.</i>
...the student and parent or legal guardian are together and temporarily living with a Secaucus district resident...,	...the parent or legal guardian must complete <i>Residency Affidavit 3a.</i>
...you are a Secaucus district resident and providing housing for another family...,	...the Secaucus district resident must complete <i>Residency Affidavit 3b.</i>

Only complete the section that applies to you and your student.

Please speak with your Registrar if you are unsure.

“AFFIDAVIT” STUDENTS: Please print and complete this section **if the student is living with a person domiciled in the district, other than the parent or guardian.** You must also provide the required sworn statements as detailed below. IF you are unable to print this document, please contact your school.

1. Is the person domiciled in the district, supporting the student without payment as if the student were his/her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain.

2. Students are not eligible to attend school as “affidavit” students unless the student’s parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purposes of receiving a public education there. Please explain the circumstances applicable in this case, with special attention to the parent/guardian’s family and and/or economic hardship. (Both the parent/guardian and the Secaucus resident will be required to file sworn statements with documentation to support the claims made.)

You will be asked to file a sworn statement (**Residency Affidavit 2a**) regarding your non-support of your child, along with an original or certified copy of the Secaucus Resident’s deed or contract of sale (if a homeowner), lease (if a tenant), or Residency Affidavit 1 (if a tenant without written lease). In addition, you will be asked to have the Secaucus Resident complete and file a sworn statement (**Residency Affidavit 2b**). Please print the proper documents on <http://www.sboe.org/registration> or see your Registrar for the proper forms.

Please note that a student will not be considered ineligible because required sworn statements(s) cannot be obtained, so long as evidence is presented that the underlying requirements of the law are being met. A student will not be considered ineligible when evidence is presented that the student has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the student.

SPECIAL CIRCUMSTANCES: *If any of the following apply, then*

Residency Affidavit 2a must be completed by the Parent/Guardian.

Residency Affidavit 2b must be completed by the district resident with whom the child is living.

- The student is the child of a parent or guardian who has moved to another district as the result of being homeless.
- The student has been placed in the home of a district resident, other than the parent or guardian, by court order. (You will be required to provide a copy of the order).
- The student has been placed in the district by the Division of Child Protection and Permanency (formerly DYFS) acting as the student's legal guardian.
- The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States Reserves ordered to active service in time of war or national emergency.
- The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian is a member of the New Jersey National Guard or the United States Armed Forces Reserves and has been ordered into active military in time of war or national emergency. If this applies, when is the parent or guardian expected to return from active military duty?
- The student resides on federal property located at: _____
- The student's circumstances do not appear to be addressed anywhere in this application. I understand that I will be contacted by the Superintendent of Schools, or designee, for further information.

Print Your Name _____ Signature _____

Student's Name _____

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

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

Or call: 201-974-2004