

# Manchester Regional High School

70 Church Street, Haledon, New Jersey 07508

Phone: (973) 389-2820 ♦ Fax: (973) 956-8805

## REGISTRATION MATERIALS

### **PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING**

The questions asked in the following pages will enable us 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, i.e., living with a parent or guardian whose permanent home is located 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 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.
- Living with a parent or guardian who is temporarily residing in the district.
- 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 child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b).
- Residing on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Note that 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.

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**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, 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.

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.

**Please be aware that any determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that 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.**

*If you experience difficulties with the enrollment process, please see Dr. Miguel Hernandez, Superintendent of Schools, Manchester Regional High School Board of Education, 70 Church Street, Haledon, NJ 07508, 973-389-2841.*

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*In order to register at Manchester Regional High School, a parent/guardian must accompany student(s) and provide the following:*

1. **Proof of Age (need 1)**
  - Birth Certificate (if applicable translated)
  - Passport, Alien Card or Family Register
2. **Parental Identity**
  - Driver's License or State ID
3. **Proof of Residence (need 2)**
  - Lease or Deed
  - Current telephone (landline, not cellular) bill with number and address of service (page 1 of bill)
  - Current PSE&G bill, cable/Internet bill, oil or propane delivery bill, water/sewer bill, or most recent pay stub
4. **School Records**
  - A. Official Records from previous high school(s). **Official Records must be translated into English and notarized by the translator.** Official Records must include:
    - Official Administrative Record (name, address, birth date, grade level completed, class-standing,)
    - Units of credits earned in each and every subject
    - Prior school's grading system
    - Grades in progress
    - District's grading system and number of units required for graduation
    - Attendance records
    - Disciplinary records
    - Standardized achievement test scores
    - Intelligence and aptitude test scores
    - All Child Study Team records
    - New Jersey State ID number
  - B. **Proof of graduation from elementary school (incoming ninth graders)**
    - Original Diploma
    - 8<sup>th</sup> Grade Final Report Card/8<sup>th</sup> Grade Standardized Test Scores
5. **Proof of Immunizations/Health Certificate**
  - In compliance with the State of New Jersey, students can not be enrolled without having had the Hepatitis B immunization series (if applicable translated)
6. **Custody Agreement(s)/other legal document(s)**
  - Court Custodial Papers/Custody Orders must be provided for divorced/separated parents/guardians
  - Restraining Orders
  - Custody orders from state courts must be provided if a student is living with someone other than his/her parent(s). The person(s) student is living with must have a Domiciling Affidavit signed by a notary public and must be received from the parent(s) guardianship (*our office can provide you with the necessary paperwork*).

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## REGISTRATION FORM

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

Student: \_\_\_\_\_  
Last Name First Name Middle Initial

Age: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Phone (if any): \_\_\_\_\_

Previous School Attended: \_\_\_\_\_

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Name of Parent(s)/Guardian(s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone (if any): \_\_\_\_\_

Mobile Phone (if any): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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Person Enrolling Student: \_\_\_\_\_

Relationship to Student if other than Parent: \_\_\_\_\_

Native Language of Parent/Guardian/Person Enrolling Student: \_\_\_\_\_

*(If English is not the native language, please check here  if English is spoken and understood by the parent/guardian/person enrolling student.)*

Please put a check next to at least one of the following to best describe the student's race/ethnicity. If Multi-Racial is selected, please also indicate the two contributing race/ethnicities:

Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Multi-Racial \_\_\_\_\_  
Black \_\_\_\_\_ Native American \_\_\_\_\_  
White \_\_\_\_\_ Pacific Islander/Hawaiian \_\_\_\_\_

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## IN CASE OF AN EMERGENCY NOTIFY (other than a parent):

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_

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Student's Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's Telephone Number: \_\_\_\_\_

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**To the Person Enrolling the Student:** Please complete the appropriate section A, B, C or D below, according to the situation best matching the student's circumstances:

Complete **SECTION A (DOMICILE)** (pages 7-8) if *the student is living with a parent or guardian whose permanent home is the address given on page 4 of this application and is located in the district.*

**or**

Complete **SECTION B ("AFFIDAVIT" STUDENT)** (pages 9-10) if *the student is living with a person domiciled in the district, other than the parent or guardian. The parent/guardian as well as the person domiciled in the district with whom the child is living must complete Residency Affidavits 2a and 2b in addition to this form.*

**or**

Complete **SECTION C (TEMPORARY RESIDENT)** (pages 11-12) if *the student is living with a parent or guardian temporarily residing within the district. You and the family domiciled in the district with whom you are residing must complete Residency Affidavits 3a and 3b in addition to this form. Please complete a McKinney-Vento Intake Form if applicable.*

**or**

Complete **SECTION D (SPECIAL CIRCUMSTANCES)** (page 13) if *the student's situation is not addressed by Section A, B or C or if any of the circumstances in Section D apply.*

***Finally, please remember to sign the acknowledgement on page 14.***

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**SECTION A (DOMICILE):** Complete this section if *the student is living with a parent or guardian whose permanent home is the address given on page 4 of this application and is located in the district.* If you are the student's guardian, or will be the guardian of a student from out of state following expiration of the required 6-month waiting period, you will be asked to provide official papers proving guardianship. You will not be asked to produce "affidavit student" proofs of the type requested in Section B below.

How long have you lived in this home? \_\_\_\_\_  
\_\_\_\_\_

If you have lived in this home less than five years, set forth all residences of the applicant during the past five years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any present intention of moving from this home? If so, when and to where? \_\_\_\_\_

Do you have residences elsewhere, and, if so, where are they and when do you live there? \_\_\_\_\_

Please attach an original or certified copy of a deed, contract of sale or lease instrument, as well as three additional forms of proof (see list in the Preliminary Information section, above) you will provide to demonstrate that the address given on page 4 of this application is your permanent home. If you do not have a written lease, attach a copy of "Residency Affidavit 1" signed by your landlord as well as three additional forms of proof.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:*

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Does the student reside with one parent for the entire year? If so, with which parent and at what address? \_\_\_\_\_  
\_\_\_\_\_

If not, for what portion of time does the student reside with each parent and at what addresses? \_\_\_\_\_  
\_\_\_\_\_

If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application? \_\_\_\_\_  
\_\_\_\_\_

*Please note: No district is required, as a result of being the district of domicile for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent domiciled within the district to the extent required by law.*

If you are claiming to be an emancipated student, are you living independently in your own permanent home in the district? If yes, please describe the proofs you will provide, in addition to those demonstrating domicile, to demonstrate that you are not in the care and custody of a parent or legal guardian.  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.*

**END OF SECTION A**



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**SECTION B (“AFFIDAVIT” STUDENT):** *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 requisite sworn statements as detailed below.*

Is the person domiciled in the district, supporting the student without remuneration as if the student were his or 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.

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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/or economic hardship. (Both the parent/guardian and District Resident will be required to file sworn statements with documentation to support the claims made.)

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**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 District 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 Haledon Resident complete and file a sworn statement (“Residency Affidavit 2b”).**

*Please note: 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.*

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*A student will not be considered ineligible solely because a parent or guardian provides gifts or limited contributions, financial or otherwise, toward the welfare of the student, provided that the resident keeping the student receives no payment or other remuneration from the parent or guardian for the student's actual housing and support. Receipt by the resident of social security or other similar benefits on behalf of the student do not render a student ineligible.*

*It is not necessary that legal guardianship or custody be obtained before a student will be considered for enrollment on an "affidavit" basis.*

**END OF SECTION B**

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**SECTION C (TEMPORARY RESIDENT):** *Complete this section if the student is living with a parent or guardian temporarily residing within the district, even if the parent has a domicile elsewhere. You must also provide a sworn statement ("Residency Affidavit No. 3a") signed by the individual(s) with which you are presently residing. Those individual(s) must also provide proof of residency as if he or she were enrolling a child pursuant to Section A above in addition to an affidavit demonstrating proof of temporary residency.*

How long have you lived in this residence? \_\_\_\_\_

Do you have a domicile or residences(s) elsewhere, and, if so, where are they and when do you live there? \_\_\_\_\_  
\_\_\_\_\_

Please list four forms of proof (see list in the Preliminary Information section, above) you will provide to demonstrate that you are residing at the address given on page 1 of this application, and that such residence is not solely for the purpose of the student attending school in the district.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please note: Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.

*If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:*

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student reside with one parent for the entire year? If so, with which parent and at what address? \_\_\_\_\_  
\_\_\_\_\_

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If not, for what portion of time does the student reside with each parent and at what addresses? \_\_\_\_\_  
\_\_\_\_\_

If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application? \_\_\_\_\_  
\_\_\_\_\_

*Please note: No district is required, as a result of being the district of temporary residence for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent residing within the district to the extent required by law.*

**END OF SECTION C**

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**SECTION D (SPECIAL CIRCUMSTANCES):** *Please indicate if any of the following apply.*

- 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 Youth and Family Services 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 a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces 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 Dr. Miguel Hernandez, Superintendent of Schools, or his designee, for further information.

**END OF SECTION D**

*If you experience difficulties with the enrollment process, please see Dr. Miguel Hernandez, Superintendent of Schools, Manchester Regional High School Board of Education, 70 Church Street, Haledon, NJ 07508, 973-389-2841.*

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## ACKNOWLEDGEMENT

This Registration Form is submitted for the purpose of inducing the Manchester Regional High School Board of Education to accept my/our child/children as a student in the Manchester Regional High School on a tuition-free basis. I/We state that the information contained in this Form is true and accurate and acknowledge the Manchester Regional High School Board of Education's reliance upon the truthfulness and accuracy of this information. If any of the statements contained in this Registration Form are willfully false, I/we are aware that I/we are subject to the criminal penalties provided by law for perjury and/or false swearing, and I/we will be personally liable for the payment of tuition for the child retroactive for the period of ineligible attendance of said child/children in the Manchester Regional High School as well as any related costs and/or fees, including attorneys fees, incurred as a result of such ineligible attendance.

Signature of Applicant(s): \_\_\_\_\_

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

Signature of Applicant(s): \_\_\_\_\_

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

## NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION TRANSFER FORM

THE UNDERSIGNED HEREBY CERTIFY THAT THE STUDENT NAMED HEREIN HAS TRANSFERRED TO HIS/HER PRESENT SCHOOL OF ENROLLMENT WITHOUT INDUCEMENT OR RECRUITMENT OR TO SEEK AN ATHLETIC ADVANTAGE. THE PARENTS/GUARDIANS ALSO AGREE TO THE SUBMISSION TO THE NJSIAA OF ANY PERTINENT RECORDS, INCLUDING TRANSCRIPTS, MAINTAINED BY THE SCHOOLS. REFUSAL TO SIGN THE TRANSFER FORM **MAY NOT** BE BASED UPON NONPAYMENT OF FEES, FAILURE TO RETURN SCHOOL PROPERTY AND THE LIKE. **THE TRANSFER FORM IS NECESSARY FOR STUDENTS WHO ARE RESIDING WITH THEIR PARENTS WHO HAVE MOVED TO THE UNITED STATES OR WHO HAVE MOVED FROM ONE SECONDARY SCHOOL DISTRICT TO ANOTHER SECONDARY SCHOOL DISTRICT.**

**STEP 1 – TO BE COMPLETED BY PRESENT SCHOOL AND FORWARDED TO PREVIOUS SCHOOL (PLEASE PRINT LEGIBLY)**

Name of **Present School**: \_\_\_\_\_ City: \_\_\_\_\_  Check if Choice School?

Student's Name: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Date of Enrollment at Present School (If enrollment occurs after the beginning of the school year, Month, Day, Year, student first attended class: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Name: \_\_\_\_\_ Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian **PRESENT** complete Address: \_\_\_\_\_

**STEP 2 – TO BE COMPLETED BY PREVIOUS SCHOOL IMMEDIATELY AND RETURNED TO PRESENT SCHOOL**

Name of **Previous School**: \_\_\_\_\_ City: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_ Student first entered 9<sup>th</sup> grade/school: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian **PREVIOUS** Address: \_\_\_\_\_

A. List all sports in which the student participated on a varsity level in a sports season during the calendar year prior to the transfer:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

*Student is ineligible for thirty (30) calendar days from the start of the Present School's regular schedule for each sport listed above.*

B. Has the student participated in a 9-12 program while in the 6, 7, 8<sup>th</sup> grade? \_\_\_\_\_Yes \_\_\_\_\_No (See Bylaws, Art.V, Sec.4.I)

ATTENTION: If the student is from a high school in a foreign country which does not sponsor interscholastic athletics, the adult(s) with whom the student is domiciled must attach a summary of the sports in which the student participated in a non-school community and/or national team/program for participants 14 years old or above. Said participation will be evaluated in "non-school" play to determine varsity status.

Check box if there is evidence that the student transferred for athletic advantage

Check box if there is evidence that the student was recruited.

**IF EITHER BOX IS CHECKED, WRITTEN EVIDENCE OF SUCH MUST BE SENT DIRECTLY TO NJSIAA FOR REVIEW.**

(If either of the two boxes is checked, or the form is not signed by the Principal and/or Athletic Director of the previous school, the transfer student is not eligible for regular season interscholastic competition until a hearing is held by NJSIAA.)

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If unsigned, please state reason(s): \_\_\_\_\_

**PLEASE FORWARD ALL FORMS/DOCUMENTS TO LARRY WHITE AT THE NJSIAA OFFICE:**

[lwhite@NJSIAA.org](mailto:lwhite@NJSIAA.org) OR Fax to: 609-259-3047 OR Mail to: P. O. Box 487, Robbinsville, NJ 08691

Revised 4/2014