

2008

## REGISTRATION PROCEDURES

The first stage in this process is to establish residency in the district, which is a requirement for enrollment. Proof of residency is established at the office of the Superintendent of Schools located at 176 Park Avenue on the top floor of Borough Hall. Parents or guardians may enroll a child, and all must be legal residents of Rutherford.

**PLEASE CALL 201-438-7675 X112 TO REQUEST A REGISTRATION PACKET  
REGISTRATION BY APPOINTMENT ONLY  
OFFICE HOURS ARE MONDAY THROUGH FRIDAY 8AM – 4PM**

Please read the following instructions carefully so that the registration process will be as smooth as possible. If you have specific questions about your situation, please call the office before you come so that we can send you the necessary forms, if needed.

**STEP 1: ALL FAMILIES MUST COMPLETE THE REGISTRATION FORM.** Please read and complete both sides of the form. Your signature must be notarized. We can do this at the Board Office if you sign the statement in front of our notary. As an option, you may have the form notarized elsewhere, for example, at the library or bank. Please read the statement on the back of the form carefully.

**STEP 2: YOU MUST BRING THE CHILD'S ORIGINAL BIRTH CERTIFICATE TO THE OFFICE.** We will make a copy for your registration file.

**STEP 3: YOU MUST PROVIDE RESIDENCY DOCUMENTATION ACCORDING TO YOUR FAMILY SITUATION.** Please look at the options below and choose the appropriate one.

\*\*\* Do you OWN YOUR HOME? If so, bring the following documents:

1. Copy of your deed showing recording in the county

**AND**

2. Copy of latest tax bill or statement (not mortgage statement)

**AND**

3. One of the following in your name.

- a. bank statement with address and current date
- b. telephone bill with address and current date
- c. PSE&G bill with address and current date

(There are other acceptable proofs. Please call the office.)

\*\*\* Do you RENT your home or apartment with a lease? If so, bring the following:

1. An executed, signed lease, effective during the current school year, showing residency within the Borough of Rutherford.

**AND**

2. Two of the following in your name:
  - a. bank statement with address and current date
  - b. telephone bill with address and current date
  - c. PSE&G bill with address and current date(There are other acceptable proofs. Please call the office.)

\*\*\* Do you RENT your home or apartment without a lease? If so, bring the following:

1. A completed, signed, and notarized copy of the enclosed Landlord Affidavit (goldenrod form). Discard this form if you already have a lease.

**AND**

2. Two of the following in your name:
  - a. bank statement with address and current date
  - b. telephone bill with address and current date
  - c. PSE&G bill with address and current date.(There are other acceptable proofs. Please call the office.)

\*\*\* Do you live in SOMEONE ELSE'S HOME OR APARTMENT? Then you must complete and sign a set of pink and green forms. Both forms must be notarized. You can obtain these forms from the Office of the Superintendent.

1. The pink form is for the parent of the child(ren) to be enrolled. The parent must supply three current proofs of residence as explained in #3 of the affidavit. A driver's license is not acceptable. It is the responsibility of the parent to obtain three proofs.
2. The green form is for the non-parent, the person with whom the child and his/her parent are living. This person must provide two current proofs of residence as explained in #2 of the affidavit.

In the case of specific family circumstances (divorce, separation, etc.) and or custodial arrangements that the school should know about – **A COPY OF THE LEGAL DOCUMENTS WHICH ESTABLISHED THESE ARRANGEMENTS MUST BE PROVIDED TO THE SCHOOL.**

There are several documents that you must complete and bring with you on the registration day. **YOU MUST CALL FOR AN APPOINTMENT TO RETURN ALL OF THESE DOCUMENTS.** If you have questions about these documents, please call the office for further direction. The number is 201-438-7675 x112.

We look forward to seeing you soon.

Sincerely,

Brenda Fargo  
Research Assistant to the Superintendent

BF:dls