



## **Evesham Township School District Registration Process** **Preschool - Grade 8**

**Before a child can be permitted to enter the Evesham Township School District, the following three steps must be followed:**

### **Step One: Pre-register electronically and print out/complete the designated registration paperwork for the grade your child is entering.**

- The link to pre-register is posted on the district website @ [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us), on the *New Student Registration* page, simply click where directed. This opens the Evesham Township School District Open Registration portal through Genesis where you will enter all information.
- At the end of the pre-registration process, you will be asked to review and submit. Please enter your email to receive confirmation that will include next steps with directions to print out any additional required registration paperwork that will need to be printed/completed and brought to a registration appointment (see document section below for specific items). Registration paperwork is also posted on the district website by grade/grade span.
- The main office of each school also has a copy of the paperwork, if a parent does not have electronic/prINTER access.

### **Step Two: Make a registration appointment at your child's assigned school.**

- Contact your child's assigned school office to schedule an appointment.
- A parent listed on the birth certificate, or guardian with court issued documentation, **must** be present for the registration process.
- Be sure if your child is currently enrolled in an alternate school that he/she has been signed out/withdrawn and a records request completed.

### **Step Three: Bring the following documents to your registration appointment.**

- Student's original or certified copy of birth certificate (with parents' name).
- Proof of Residence - 4 documents from the Approved Proof of Residency Documentation, see below.
- Proof of Immunizations - The following, in accordance with New Jersey State Department of Health, must be submitted and signed by a physician:
  - Diphtheria, Whooping Cough and Tetanus (D.P.T.) - total of four doses, one dose of which must have been given on or after child's fourth birthday; or any combination of five doses.
  - Polio Vaccine – three doses, with third dose given on or after child's fourth birthday; or any combination of four doses.
  - Measles, Mumps and Rubella (M.M.R.) - two doses, both immunizations must be after the first birthday.
  - Hepatitis B – three doses, given at mandated intervals.
  - Varicella – one dose on or after the first birthday or proof of disease immunity.

In addition to the above immunizations, preschool students (*up to 59 months of age*) are also required to have the following:

- HIB - one dose, administered on or after the first birthday.
- PCV - one dose, administered on or after the first birthday; two doses if administered prior to 12 months of age.
- Influenza Vaccine - one dose administered annually between September 1<sup>st</sup> and December 31<sup>st</sup> of each year. Also required from January 1<sup>st</sup> to March 31<sup>st</sup> for children entering during that time. Not required for entrance after March 31<sup>st</sup>.

In addition to the above immunizations, middle school students entering at grade 6 or higher who are at least 11 years of age are also required to have the following:

- Meningococcal Vaccine – one dose.
- Tdap Vaccine – one dose (unless less than 5 years have elapsed since the last tetanus vaccine).
- Registration paperwork from Step 1:
  - Registration Signature form
  - A current completed physical form. Physicals are required for all children entering a New Jersey school for the first time. The exam must have been performed within 365 days of the first day of school for the child. Please choose the appropriate physical exam form for either Elementary (preschool to 5) or middle school (6-8). It should be taken to your physician and returned at the time of registration. If this is not possible, please have the scheduled date and time available when registering.
  - Completed Health History & Questionnaire form.
  - Completed Dental Examination Form, recommended before entering school.
  - Other - Depending on the grade level the child is entering, there is a parent questionnaire or transfer of student records document.
- Student's transcript and withdrawal form from previous school, if not already forwarded by prior school.
- Copy of last report card and standardized testing results, if applicable for placement purposes.
- Special education information, with a copy of current IEP, if not already forwarded by the previous school.
- Custody agreement, if applicable.

#### **APPROVED PROOF OF RESIDENCY DOCUMENTATION (4 Proofs Required)**

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 is indicated below.

#### **MANDATORY – MUST PROVIDE AT LEAST ONE OF THE FOLLOWING:**

- € Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and/or other evidence of property ownership, tenancy or residency.
- € If the parent/guardian is not the owner/renter of residence, then an Application for Student Admission Domicile/Temporary Resident/Special Circumstances Affidavit must also be completed and is a mandatory part of the registration process.
- € If it is determined the student's living situation falls under one of the homeless categories, then the McKinney-Vento Parent Enrollment Consultation Form must be completed. School personnel should refer to and follow established registration guidelines for economic hardship.

#### **PROVIDE THREE OF THE FOLLOWING:**

- € Current 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 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.
- € Documents pertaining to military status and assignment.
- € Any business record or document issued by a government 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 documents or information you believe will help establish that the student meets the requirements of law for the 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.