



## Central Registration Check List

### Student Information - Central Registration Office – Required Documents

<u>Required Documents</u>	<u>Description</u>	YES (Applicable)	NO (Not Applicable)
<b>Birth Certificate</b>	Original with raised seal		
<b>Parent/Guardian Photo ID</b>	-Non-Driver photo ID card from NJDMV -NJ State Driver's license w/photo -Original Passport		
<b>Immunization Record</b>	Current copy from physician (if applicable TB(Tuberculosis) testing)		
<b>Physical Examination Record</b>	Current copy from physician <u>-Universal Health Form</u>		
<u><b>Health History Form</b></u>	Completed and signed by Parent/Guardian		
<u><b>Medication Permission/Action Plan</b></u>	Current copy from physician		
<b>Proof of Residency (3)</b> <u><b>Category A – (1) or more documents</b></u> -Property Deed -Real Estate tax bill -Rental lease (list entire family and all children living at residence) -Closing statement for the purchase of residence <u>-Affidavit 1A</u> or <u>Affidavit 1B</u> from Parent/Guardian -Affidavit statement from owner	<u><b>Category B – (2) documents</b></u> <u><b>(Dated within the last 30 days from Parent/Guardian)</b></u> -Utility bill (water, gas, electric) -Bank statement -1 <sup>st</sup> class letter/mail from state or federal agency -Home/apartment insurance		
<b>Legal Guardian Custody Documents</b>	(if applicable) Original court documents		
<b>Passport/Immigration Documents</b>	(if applicable) Original passport/immigration papers		
<u><b>Release of Records</b></u>	Release form signed by the Parent/Guardian or an authorized signer for all siblings to release records and school transfer card information  *Foreign transcripts should be translated into English by a professional credential evaluation agency.		
<b>Individual Education Program (IEP) Record</b>	(if applicable) Needed if student is Special Ed at the time of the registration		