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BERLIN TOWNSHIP SCHOOL DISTRICT

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Registration Information For Parents and Guardians

Thank you for your interest in our school district. The purpose of this cover letter is to give you the information you will need to register your child in our schools.

Our John F. Kennedy Elementary School is for grades Preschool through 3. Our Dwight D. Eisenhower Middle School is for grades 4 through 8. We have a before and after school program called CARE and contact information for this program is included in our registration packet.

All registrations are done by appointment only. To schedule an appointment, please call Jodi Aspinall at 856-767-9480, ext. 1111. Parents, please complete the registration packet. You will need to provide transfer paperwork from your child's previous school. That paperwork consists of a transfer card, a copy of your child's health card from the school nurse and the most recent report card and/or progress report. In addition, we will require your child's birth certificate and a copy of their immunization records. A physical examination is required to be done for all students entering preschool or kindergarten for the first time.

Proof of residency is also required. Please refer to the registration packet for acceptable forms of proof of residence. If your child is classified by the Child Study Team, a copy of the most recent IEP is required at registration.

If you are residing with a family in West Berlin, a notarized letter will be required from the home owner or lease holder listing the members of your family living at the address. In addition, we will need two proofs of residency from the resident you are living with – lease, mortgage, tax document, utility bill, bank statement or driver's license are all acceptable. Finally, one proof attaching your family to the address in West Berlin will be required.

When the registration is complete, entry into our student information system, and transportation software will be made. You will receive a phone call or postcard with bus stop information, if it applies to your family based on street address.

If you have any questions regarding any of the requirements for registration, please contact Jodi Aspinall at 856-767-9480, ext. 1111.

Thank you!

“Educating Today For Tomorrow’s Success”