

MOUNT ARLINGTON PUBLIC SCHOOL DISTRICT

235 Howard Boulevard
Mount Arlington, New Jersey 07856
Telephone (973) 398-4400 · Fax (973) 398-5726

REGISTRATION PROCEDURE

(Proof of Residency and Required Documentation)

Only a parent or guardian may register a student in the Mount Arlington School District. The following steps must be taken to process a student's registration packet:

Return the completed registration packet to the Registrar's/Main office between the hours of 9:00 a.m.-2:00 p.m. Monday through Friday. At the time of registration, you must present the following original documents:

PROOF OF RESIDENCY

All parents/guardians must provide current, non-expired, documents as proof of residency in the Borough of Mount Arlington. Documents are required to clearly indicate the names and addresses provided for the registration. Individuals must provide one (1) document from Category A and three (3) documents from Category B.

For Guardians Only

Guardians must send proof of legal guardianship by providing a copy of Court orders, State agency agreements, or other evidence of court or agency placements or directives. OR Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," person(s) with whom a family is living, or others as appropriate.

Category A – One (1) of the following documents:

Contract of Sale	Recorded deed
Mortgage document or payment book	Signed lease
Mount Arlington Property tax bill	

Category B – Three (3) documents with Current Dates:

Bank Statement (block out figures)	Insurance Bill
Cable Bill	Paycheck Stub
Credit Card Statement	Telephone Bill
Driver's License	Vehicle Registration
Electric Bill	Voter Registration
Financial account information	Water/Sewer Bill
Gas Bill	

Or any other evidence of personal attachment to your residence of domicile.

OTHER REQUIRED DOCUMENTS:

- Original Birth Certificate
- Doctor's Physical Exam Report (Students entering kindergarten and pre-K must submit data using the district's immunization form, completed and signed by a physician)
- Transfer card - excluding kindergartners (from the student's school of last attendance)
- Academic Records – excluding kindergartners (including recent report card and grades)

Note: For admission to kindergarten, a child must be five years of age on or **before October 1st** of the school year in question.

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

If you have any questions please contact the office of the principal, 973-398-4400.