

NAME: _____

REGISTRATION CHECK-LIST

Grade: _____

Teacher: _____

SATISFIED

_____ **PROOF OF RESIDENCE (6 Points) *current within 30 days**
 -- Current signed lease*/mortgage (4) **OR** property tax bill (4) (or Agreement of Sale within 30 days)
 *If lease, date sent to Twp. _____
 --Current utility bill (2) - Gas , electric , water ,sewer, cable, car insurance
 --Other current document with address (1) - Bank Statement, current license
 --E-Verify completed - NOTE: Pass or Fail **(4 points upon passing)**

_____ **AFFIDAVIT**
 ---If parent is not homeowner or lessor
 Needed: YES / NO **If yes was completed _____

_____ **PROOF OF PARENT IDENTITY**
 --Current photo driver's license • DYFS placement • (2) other ID's (1 must be photo)
 --If parent & child have different names due to marriage, MUST supply marriage certificate

_____ **PROOF OF CUSTODY (if divorced or separated-showing joint or residential custody)**

_____ **PROOF OF STUDENT IDENTITY (BIRTH DATE)**
 --Birth Certificate (original) • Passport • Other gov't issued document

_____ **HEALTH INFORMATION**
 --Immunization Record
 --Waterford Twp. District Physical form • Student's Family Physician/Pediatrician Form
 --Child Nutrition Program form

_____ **SCHOOL RECORDS (transfers only) *OUT OF STATE MAY NOT HAVE A TRANSFER CARD**
 --Transfer card (must have at time of registration/prior to Realtime)
 --IEP (if applicable)

_____ **HOME LANGUAGE SURVEY completed**

NOTES: _____

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- _____ **Mail Records Request Form**
 - _____ **Contacted Front Office for Teacher (Teacher's Name: _____)**
 - _____ **Entered Into Realtime -- NJ Student Y/N - If yes, State ID# _____**
 - _____ **Sent Folder to Front Office**
 - _____ **Entered in Annual Registration Record**