



Hanover Township PUBLIC SCHOOLS

NEW STUDENT REGISTRATION PROCESS

Policy #5111 - Eligibility of Resident/Non-Resident Pupils

BEFORE YOU BEGIN

- Only a parent/legal guardian domiciled in Hanover Township may register a new student for Hanover Township Public Schools. View proof of residency requirements.
 - Children must be 5 years old on or before October 1 of the current year to enter Kindergarten, or 6 years old by October 1 of the current year to enter Grade 1 as per [Policy #5112 - Entrance Age](#).
 - For elementary (Grades K-5) registrations, children will be placed in the closest school that has availability as per [Policy #5120 - Assignment of Pupils](#).
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ONCE YOU ARE READY

- Create a [registration user account](#) (not to be confused with an existing PowerSchool Parent Portal account)
 - IMPORTANT: You will receive an email confirmation once you finalize and submit your registration.
 - To finalize your child's registration, all required documents and forms must be provided at your registration appointment.
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SCHOOL ATTENDANCE ZONES

The district is currently in the process of evaluating the zones based on existing/pending housing developments.

Bee Meadow School: East of I-287 and North of Eden Lane

Mountview Road School: West of I-287

Salem Drive School: East of I-287, Eden Lane and South of Eden Lane

*The Board of Education reserves the right to change or modify student attendance zones for the purpose of balancing enrollment and/or other educational reasons.



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REGISTRATION REQUIREMENTS

Policy #5111 - Eligibility of Resident/Non-Resident Pupils

- **PROOF OF DOMICILED RESIDENCY** is required at the time of registration. Depending upon your circumstance, the parent/guardian must supply the following documents as listed below:*

- **Primary and Secondary Proof of Ownership for Student Living with Parent/Guardian who is a Hanover Township Homeowner**
 - PRIMARY: Original deed or property tax bill
 - SECONDARY (2 PROOFS REQUIRED): Original of current month or one month prior's utility bill, voter registration card, or other legal mail addressed to your name at your Hanover Township address.

- **Proof of Tenancy for Student Living with Parent/Guardian who is a Hanover Township Renter**
 - Copy of lease PLUS
 - [Landlord Affidavit Form](#) PLUS
 - (2 PROOFS REQUIRED): Original of current month or one month prior's utility bill, voter registration card, or other legal mail addressed to your name at your Hanover Township address.

- **Proof that Student and Parent/Guardian are Living with Other Family/Friend who is a Hanover Township Homeowner**

Documentation from Homeowner:

 - [Residency Affidavit](#) PLUS
 - Original homeowner's deed or property tax bill PLUS
 - (2 PROOFS REQUIRED): Original of current month or one month prior's utility bill, voter registration card, or other legal mail addressed to your name at your Hanover Township address.

- Documentation from Parent/Guardian of student:
 - Bank statement PLUS
 - Bill, pay stub, or other legal mail addressed to your name at your Hanover Township address.

- **Proof that Student and Parent/Guardian Living with Other Family/Friend who is a Hanover Township Renter**

Documentation from Homeowner:

 - [Residency Affidavit](#) PLUS
 - [Landlord Affidavit Form](#) PLUS
 - Renter's copy of lease PLUS



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- (2 PROOFS REQUIRED): Original of current month or one month prior's utility bill, voter registration card, or other legal mail addressed to your name at your Hanover Township address.

Documentation from Parent/Guardian of student:

- Bank statement PLUS
 - Bill, pay stub, or other legal mail addressed to your name at your Hanover Township address.
- **Proof that Student and Parent/Guardian are Temporarily Domiciled in Hanover Township**
 - [Mc-Kinney Vento Residency Information Form](#)
 - **Additional documentation is required for the following circumstances:**
 - If Parents/Guardians live at more than one residence, regardless of which parent has legal custody, court documentation of the custody agreement must be supplied. If a legal custody agreement does not exist, Forms [218A](#) and [218B](#) must be completed.
 - If Guardian for a student with parents who do not reside in Hanover Township, Landlord Affidavit, Residency Affidavit, and Non-Resident Parent/Guardian Affidavit must be completed. Forms are available at the Administrative Office.

****PLEASE NOTE: During your registration appointment, the School Team will go through this process with you to ensure you have all necessary forms to complete and submit.***



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DOCUMENTATION REQUIREMENTS

Please note that some documents are not required to start the initial registration process. However, **ALL** of the applicable documents listed below **ARE** required to complete the registration process.*

- Original Birth Certificate
- [Student Medical Packet](#)
 - If your child is entering kindergarten, please fill out the forms based on their 5 year old checkup. If they have not yet had their 5 year old checkup, please submit at least their immunization records to date.
 - For all other grade levels, please fill out the forms based on their most recent physical, but must be within a year of starting school.
- Proof of Residency (3 proofs of residency are required)
- Photo Identification for Parent/Guardian 1
- [Landlord Affidavit Form](#) (if applicable)
- [Records Request Form](#)
- Transcripts/Report Cards (required for placement at middle school)
- Transfer Card (if transferring from another district within New Jersey)
- If Parents/Guardians live at more than one residence, regardless of which parent has legal custody, court documentation of the custody agreement must be supplied. Form [218A](#) must be completed.
 - If a legal custody agreement does not exist, Forms [218A](#) and [218B](#) must be completed.
- Copy of student's IEP (if applicable) - If your child is currently being evaluated for or has an IEP, please submit a copy.
- [Release of Information Form](#) (FOR CHILDREN WITH IEP ONLY)
- Copy of student's 504 Plan (if applicable)

****PLEASE NOTE: During your registration appointment, the School Team will go through this process with you to ensure you submit all necessary documents.***



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REGISTRATION APPOINTMENT

Once you submit the pre-registration forms, you will be contacted by the Main Office of the school where your child is assigned to provide additional documentation and complete the registration process.

***We look forward to welcoming your child(ren) to the Hanover Township Public Schools.
Please contact the Board of Education Office at (973) 515-2400 with any questions.***