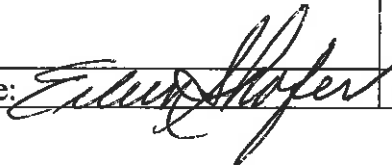


**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Charter School Procedures**

Subject: Charter School Procedures for registering and transporting students.	Effective Date: December 2019	Page 1 of 2
Approved: Eileen Shafer	Signature: 	Date 10/14/19

- I. **Purpose:** To establish a standard operating procedure for registering and transporting students that live in the Paterson Public School District and attend a Paterson Charter School.
- II. **Authority:** Superintendent of Schools
- III. **Terms and Conditions:** All Paterson Charter Schools will adhere to the registration and transportation processes set forth in this document.
- IV. **Registration Process:**
 - A. Parent or legal guardian must call the Registration Department for the Paterson Public School District at 973-321-2501 for an appointment to obtain a transfer card to the Charter School.
 - B. Students who must obtain a transfer card are the following:
 - All new students that have been selected to attend a Charter School
 - All students who attend a Paterson Public School and are transferring to a Charter School
 - All students entering Kindergarten and attending a Charter School
 - All students entering 9th grade and attending a Charter School
 - All students attending a Charter School and transferring to a different Charter School
 - All students who reside in Paterson and are coming from a non-public school or a school outside the district who have been accepted to a Charter School
 - C. Charter Schools must ensure each child attending the school has obtained a transfer card for Paterson Public Schools.
 - D. All students transferring out of a Charter School and enrolling in Paterson Public Schools must obtain a transfer card from the Charter School.

V. Registration Documents:

- A. Letter of Acceptance from the Charter School
- B. Paterson Public Schools Registration Form
- C. A minimum of 2 of the following documents as proof of address:
 - Driver's License, utility bill, cable bill, bank statement, credit card bill, pay stub, social services letter, notarized lease, any documents pertaining to military status or assignment.
 - All documents must be current and cannot be more than 30 days old.
- D. Child's original Birth Certificate
- E. Photo ID of parent or guardian

VI. Transportation:

A. Charter School Responsibilities

- 1. School calendars must be provided to the transportation department before May 15th for the upcoming school year
- 2. All students that do not have a parent/guardian at the bus stop will be brought back to the Charter School
- 3. All Charter Schools must provide the transportation department a list of emergency contact people at the school that may be contacted in case of an accident, undelivered student, or other emergency. This person must be available until 5pm.
- 4. Submit a B6T form to the transportation department before May 15th for the upcoming school year
- 5. Submit a B8T certification two times per year to certify student's attending the Charter School along with their address and grade.
- 6. Notify the transportation department when a student moves or leaves the district

B. Paterson Public School Responsibilities

- 1. Submit the B8T certification to the lead person of the Charter school for the January and May certifications
- 2. All students who have obtained a transfer card from PPS prior to August 1st will receive notification of transportation before August 15th. Students who obtain a transfer card after August 1st who qualify for transportation will be notified within 5 days
- 3. Prepare routes and bus lists for all bus routes and send to lead person at Charter school

Dissemination:

All employees of the Paterson Public School District and all Charter Schools.