



# Pequannock Township School District

538 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
Phone (973) 616-6040 • Fax (973) 616-6043  
Twitter: @PantherTownNJ

---

Dr. Michael Portas, Superintendent of Schools

michael.portas@pequannock.org

---

## Residency Information

All students enrolling in Pequannock Township Schools will be required to provide residency documents proving their domicile (permanent, principal home) in Pequannock Township. Pequannock Township consists of both Pequannock and Pompton Plains.

The following documentation is required for **all students**:

Families should submit two (2) items from Column A and two items from Column B. The documents submitted must be current.

Column A [Two (2) Items]	Column B [Two (2) Items]
Property Tax Bill	Government Issued Photo ID
Deed	Voter Registration
Contract of Sale	Utility Bill
Mortgage Statement/Lease (to be updated annually)	Bank Statement
Landlord Affidavit (to be updated annually)	
Non-Rent Paying Residency Forms	

The Board of Education may accept other forms of documentation not listed above and shall not exclude from consideration any document or information presented by the applicant.

All parents must complete the [“Student Residency Information Sheet.”](#)

Guardians may be required to show documentation of guardianship.

## AFFIDAVIT STUDENTS:

If any of the following circumstances exist, forms must be completed, notarized and the original documents returned to the Board of Education Registrar, during the registration process.

- **Parent(s)/guardian and child(ren) are temporarily or permanently living with a district resident** due to homelessness, transition or by choice.
  - Parent(s)/guardian must complete [\*\*AFFIDAVIT OF PARENT & CHILDREN RESIDING WITH A DISTRICT RESIDENT\*\*](#)
  - Pequannock resident providing housing must complete [\*\*AFFIDAVIT OF DISTRICT RESIDENT PROVIDING HOUSING TO PARENT & CHILDREN\*\*](#). **The resident providing housing must provide residency documents** according to the above chart.
  - If the resident rents the property and there is no current written lease, the landlord/property owner must complete [\*\*LANDLORD AFFIDAVIT\*\*](#).
  
- **The child(ren) live with a Pequannock resident, other than the parent(s)/guardian**
  - Parent(s)/guardian must complete [\*\*AFFIDAVIT OF NON-RESIDENT PARENT WHOSE CHILDREN LIVE WITH DISTRICT RESIDENT\*\*](#)
  - Pequannock resident caring for your child(ren) must complete [\*\*AFFIDAVIT OF DISTRICT RESIDENT PROVIDING HOUSING TO CHILDREN OF NON-RESIDENT PARENT\*\*](#).
  - If the resident rents the property and there is no current written lease, the landlord/property owner must complete [\*\*LANDLORD AFFIDAVIT\*\*](#).

If any other circumstances exist contact the Board of Education Registrar, Colleen Smith, at [colleen.smith@pequannock.org](mailto:colleen.smith@pequannock.org).



# Pequannock Township School District

538 Newark Pompton Turnpike  
Pompton Plains, New Jersey 07444  
Phone (973) 616-6040 • Fax (973) 616-6043  
Twitter: @PantherTownNJ

Dr. Michael Portas, Superintendent of Schools

michael.portas@pequannock.org

## RESIDENCY INFORMATION SHEET

**All new students must complete this form**

Student Name: \_\_\_\_\_

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Do the parent(s)/guardian(s)  Own or  Rent their residence? Other? \_\_\_\_\_

Is the student's legal parent(s)/guardian name(s) on the deed, mortgage or lease?  Yes  No

All persons living in the residence: \_\_\_\_\_

### Please answer the following questions:

Is this student's home address a temporary living arrangement?  Yes  No

Is this a temporary living arrangement due to loss of housing or economic hardship?  Yes  No

Does the student live with someone other than the parent(s) or legal guardian?  Yes  No

**If you answered NO to the above questions, you may stop here and sign below**

**If you answered YES to the above questions, complete the remainder of this form.**

- 1) Where is this student currently living? (check an option below)
- With more than one family in a house or apartment
  - In a hotel/motel—name of hotel/motel \_\_\_\_\_
  - In a shelter—name and location of shelter \_\_\_\_\_
  - Transitional housing—name and location of transitional housing \_\_\_\_\_
  - Moving from place to place or a location not designed for sleeping accommodations car, park, etc
  - Other (not listed above) \_\_\_\_\_

2) Move in date? \_\_\_\_\_ How long do you plan to live at this location? \_\_\_\_\_

- 3) With whom does the student currently live? Check and specify where applicable
- Both parents
  - One parent—Mother or Father \_\_\_\_\_ Which parent has legal custody? \_\_\_\_\_
  - A relative—What relationship (aunt/grandparent/etc) \_\_\_\_\_
  - Friends or other adults—Name and phone # \_\_\_\_\_
  - An adult who is not the parent or legal guardian
  - Name and phone # \_\_\_\_\_

My signature below affirms the information provided above is true and accurate to the best of my knowledge.

Both parent(s)/guardian(s) signatures \_\_\_\_\_

Date \_\_\_\_\_