



Central Registration Check List

Student Information - Central Registration Office – Required Documents

<u>Required Documents</u>	<u>Description</u>	YES (Applicable)	NO (Not Applicable)
Birth Certificate	Original with raised seal		
Parent/Guardian Photo ID	-Non-Driver photo ID card from NJDMV -NJ State Driver's license w/photo -Original Passport		
Immunization Record	Current copy from physician (if applicable TB(Tuberculosis) testing)		
Physical Examination Record	Current copy from physician <u>-Universal Health Form</u>		
<u>Health History Form</u>	Completed and signed by Parent/Guardian		
<u>Medication Permission/Action Plan</u>	Current copy from physician		
Proof of Residency (3) <u>Category A – (1) or more documents</u> -Property Deed -Real Estate tax bill -Rental lease (list entire family and all children living at residence) -Closing statement for the purchase of residence <u>-Affidavit 1A</u> or <u>Affidavit 1B</u> from Parent/Guardian -Affidavit statement from owner	<u>Category B – (2) documents</u> <u>(Dated within the last 30 days from Parent/Guardian)</u> -Utility bill (water, gas, electric) -Bank statement -1 st class letter/mail from state or federal agency -Home/apartment insurance		
Legal Guardian Custody Documents	(if applicable) Original court documents		
Passport/Immigration Documents	(if applicable) Original passport/immigration papers		
<u>Release of Records</u>	Release form signed by the Parent/Guardian or an authorized signer for all siblings to release records and school transfer card information *Foreign transcripts should be translated into English by a professional credential evaluation agency.		
Individual Education Program (IEP) Record	(if applicable) Needed if student is Special Ed at the time of the registration		