Lenape Meadows School
Residency Verification Process for Pre-K going into Kindergarten

Please upload the requested documents to complete the required residency verification process for your student. **YOU MUST UPLOAD FOUR RESIDENCY ITEMS as described in sections one and two below.**

Log in to the Realtime Parent Portal.

Click on the "Document" tab and all the possible documents we accept as proof of residency will be listed. Use the information below to determine which documents verify your residency.

Click on the "Provide Document" tab and follow the instructions for uploading.

Please note that the only type of documents that can be uploaded are PDF, JPG and PNG. Additionally, the maximum document size is 5 MB.

REQUIREMENT ONE **PRIMARY DOCUMENT INDICATING WHERE STUDENT IS DOMICILED**

Provide 1 – Only 1 document from this category – upload only ONE

- Current Lease (valid through Sept 2026**)
- Mortgage Statement
- Mahwah Property Tax Bill
- Deed
- Signed and notarized letter from landlord or other evidence of property ownership, tenancy or residency – this is also required if the lease you provide is expired.

REQUIREMENT TWO **SECONDARY DOCUMENTS TO SUPPORT RESIDENCY**

Provide 3 Total – Must show name, address and date – Three documents required

Provide 1: Driver's License or State-Issued Identification (must be current with Mahwah address)

Provide 2: Utility Bills (must be within two months of submission). Choose two:

- Gas, Electric, Cable/Direct Television, Landline Telephone, Water
  - **Page 1** only with name and address

PLEASE REDACT ANY CONFIDENTIAL INFORMATION AS NECESSARY BEFORE UPLOADING

REQUIREMENT THREE* **DOCUMENT VERIFYING STUDENT IDENTIFICATION**

***ONLY IF REQUESTED ON PORTAL (if not requested, we already have it on file)**

- Birth Certificate OR Valid Current Passport

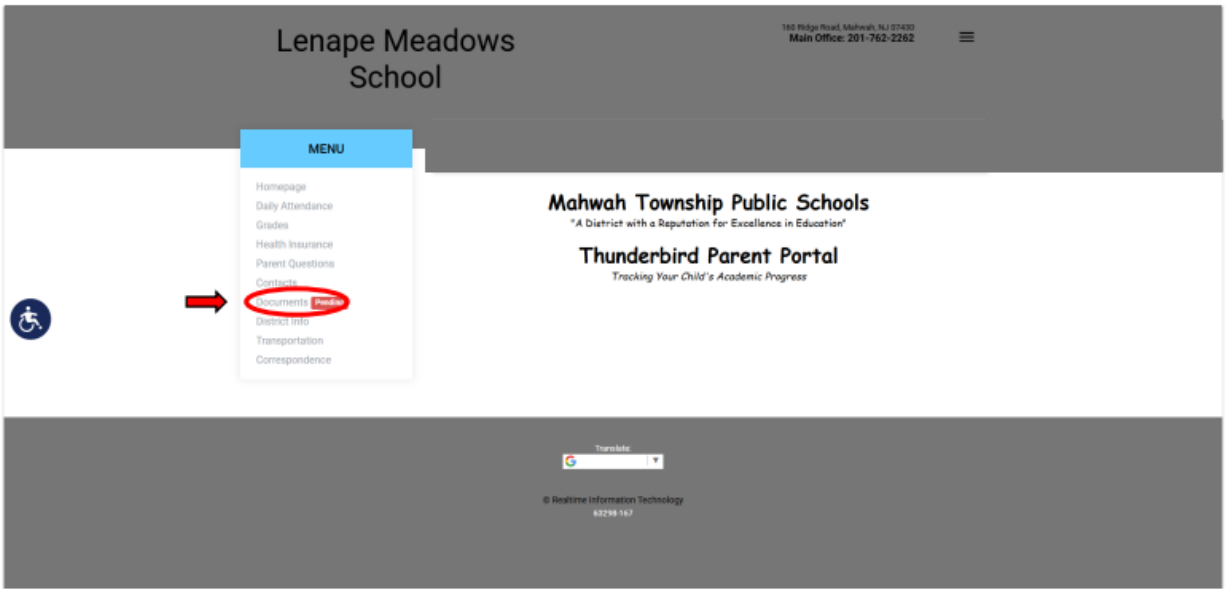
All required items must be included in the Parent Portal upload. Partial submissions will not be considered a complete registration. In order to finalize course requests and laptop distribution, it is important that you register by the deadline.

****If you are providing a lease and it expires prior to October 1, 2026, you are required to submit your new lease at time of renewal. If your lease is currently expired, you must include an addendum or a notarized letter from your landlord stating the terms of your current agreement.**

DUE DATE FOR DOCUMENT SUBMISSION IS FRIDAY APRIL 10, 2026.

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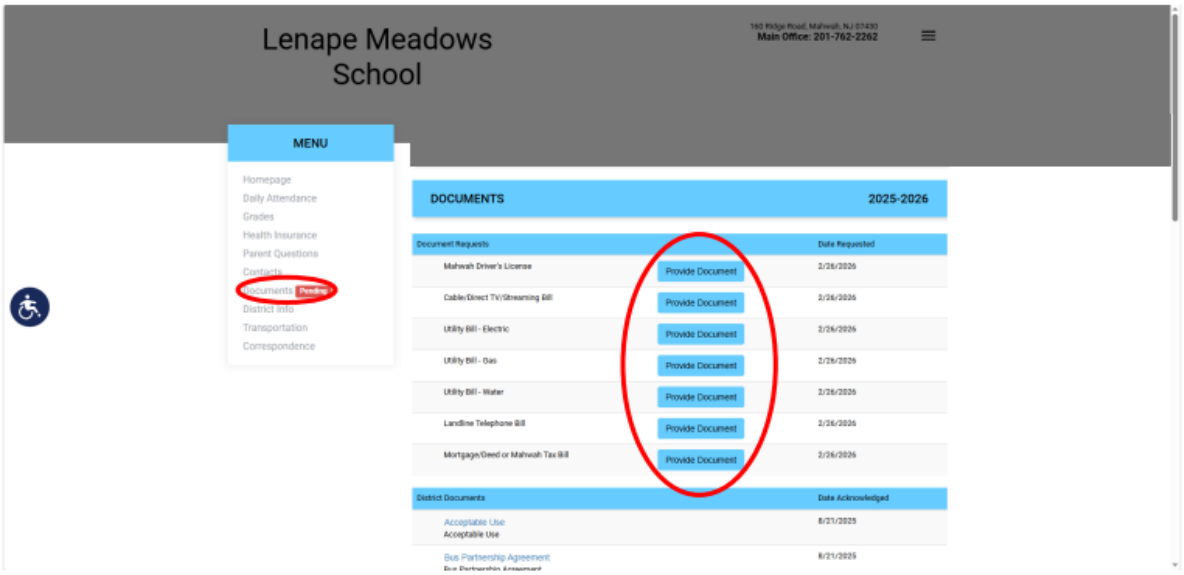
Parent Portal Main Page



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Parent Portal Document Request

Parent will select DOCUMENTS from the Parent Portal Menu ⇨ Provide Document



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Parent Portal Document Upload Page

Parent will choose the file and upload the document.

