

Residency Confirmation

FAQ

April 28, 2026



Livingston Public Schools

Empowering all to Learn, Create, Contribute & Grow



Residency Confirmation Process Overview

Verifying Student Residency

The Livingston Public School District is initiating this important residency verification process to ensure that enrolled students reside within the district boundaries of Livingston.

The process begins with an electronic records review, followed by individual family outreach if additional documentation is needed.



Why Are We Doing This?

Ensuring Effective Resource Management for Students

- Maintain appropriate class sizes for optimal learning
- Assess and plan transportation routes efficiently
- Allocate teachers and staff resources effectively
- Ensure accurate budget planning programs
- Provide appropriate educational materials and supplies
- Support proper facility utilization and maintenance



The Process

- **Residency Letter** A letter explaining the process will be send to all LPS families by the beginning of May.
- **Electronic Records Review** The district will carefully review the current registration documents on file in collaboration with a registration verification partner.
- **Family Notification** The registrar will email families if additional documentation is needed for verification.
- **Document Submission** Families provide requested updated documents to confirm residency within strict boundaries by July 1, 2026 through the Genesis Parent Portal Upload.

Note: Currently, the district proactively contacts families who rent or lease residential properties to update agreements that are about to lapse. The Township provides public records to the district with regular updates on residential property sales and ownership changes several times a year.



Follow Up

If the district requests further information:

- Please submit requested documentation promptly.
- Update address information if needed.
- Reach out to aennis@livingston.org if you have any questions.



Address Change Within District



If you have moved within the district, please contact the registrar at aennis@livingston.org to update your address.

You will need to provide current proof of residency documentation to verify your new address (as listed on the Enrollment Document Checklist). This ensures we maintain accurate records for communication and transportation services.



Privacy & Confidentiality



Residency Information Will Not Be Shared

All information obtained during the re-registration process will remain confidential and used for the purposes of verifying domicile within the district. LPS maintains secure protocols to protect your personal data, using it solely for residency verification purposes. Your privacy is our priority as we complete this necessary administrative process.



Follow Up Continued...

If we are unable to verify your address in Livingston:

- The registrar will review all documents as per Policy 5111.
- You may be required to provide additional documentation.
- The registrar may need to conduct a follow-up residency inquiry if necessary.



Living in Another Town

If we are unable to verify your address in Livingston and your residency is in another town:

- Your child will be eligible to attend the school in the district in which you live, not in Livingston.
- We will help facilitate the transition to the new school district by forwarding records to your child's new school.
- We can connect you with the new school district.



Withdrawal Process

How do I withdraw my child from the school district?

- Visit the main office of your child's school to complete the withdrawal form.
- Provide the name and address of your child's new school.
- Sign the records release authorization form.
- School will transfer student records once forms are complete.
- Keep a copy of withdrawal documentation for your records.



Important Notes



Legal Requirements & Privacy Assurance

- All personal information remains strictly confidential
- Data collected solely for residency verification purposes
- Information protected under student privacy regulations
- District committed to protecting family privacy rights



Special Circumstances

Parents or guardians who live in separate houses:

Eligibility Requirements

Students are eligible if the custodial parent resides within Livingston district boundaries, regardless of the non-custodial parent's location. Both parents should maintain current address and contact details with the school district for effective communication and emergency purposes.



Documentation Requirements

REQUIRED DOCUMENTATION	IMPORTANT NOTES
<ul style="list-style-type: none">Valid photo ID of parent/guardian	<ul style="list-style-type: none">All documentation must be current and valid (current means issued within the last 30 days).
<ul style="list-style-type: none">Current mortgage statement, current tax bill or current lease agreement	<ul style="list-style-type: none">Additional documentation may be requested if needed.
<ul style="list-style-type: none">Two current utility bills issued within the last 30 days. No cell phone bills.	



Contact Information



[Registration Office Website](#)

aennis@livingston.org

973-535-8000, ext. 8002



Next Steps

- Electronic records review begins on May 6, 2026
- Documentation submission, if requested, by July 1, 2026
- Complete verification process by August 1, 2026



Thank You!

