MONROE TOWNSHIP SCHOOL DISTRICT
CENTRAL OFFICE REGISTRATION
423 Buckelew Avenue, Monroe Township, NJ 08831

Please follow the directions below TO REGISTER your student:

1. Go to: **www.monroe.K12.nj.us**
2. Click: New Student Registration.
3. Click: Register Student for K-12 Program
4. Go to: Step 2: Begin Registration
5. Click: "Online Registration Portal"
6. Click on the correct Security Picture
7. Enter: Email, Password, & Confirmation Password
8. Click: "Register"

ALL documents MUST be UPLOADED DIRECTLY to the ONLINE PORTAL.

The system will not allow you to move forward until all necessary questions and documents are uploaded.
Once you submit your registration, you will receive a 3-page student profile summary with a bar code.

Please use the below CHECKLIST to ensure you have the REQUIRED DOCUMENTS for registration:

☐ **Immunization Record**
Showing **Month/Day/Year** of each vaccine your child has received to date. The document must indicate the student's name, the name of the doctor or clinic, and the signature and/or stamp of the doctor. **Failure to provide the appropriate information regarding immunization may delay your child's attendance at school. Please contact the school nurse with any questions.

☐ **Original Birth Certificate**
NO copies, NO hospital certificate

☐ **Parent's Driver's License/Photo ID**

☐ **School Records** *(not needed for Pre-K & Kindergarten)*
Transfer Card, Current Report Card, Transcript, ESL Wida Access Test Scores, Recent Standardized Test Results, **504** or **IEP.** **If your child is classified, please provide a copy of the IEP-Individualized Educational Plan; Child Study Team Records; Speech and Language Services; and Reports from Early Intervention Programs.

☐ **Proof of Residency (4) TOTAL Documents**

The Monroe Township Board of Education will accept a combination of any of the following or similar forms of documentation:

(1)- of the Documents Listed Below is REQUIRED:
- Property Tax; Deed; Mortgage Statement; Lease

(3)- of the Documents Listed Below are REQUIRED:
- Utility Bills – Water, Gas, Electric Bill
- Closing Disclosure; Homeowner's/Renter's Insurance
- Bank Statements; Internet or Cell Phone Bill
- Voter Registrations; Permits; Delivery Receipts
- Military Status/Assignment Documents
- Receipts; Cancelled Checks, Insurance Claims
- Medical Reports; Counselor/Social Worker Assessments
- Court Orders; State Agency Agreements
- Employment Documents; Benefit Statements
- Unemployment Claims; other proof showing family or economic hardship, or temporary residency.

☐ **MTMS Course Selection Form** *(download on website)*
COMPLETE ONLY for (Grades 6 – 8)

☐ **SEMI Parental Consent Form** *(download on website)*
COMPLETE ONLY if your student has an IEP

☐ **Release of Records Form** *(download on website)*
COMPLETE ONLY for (Grades 1 – 12). Fill in student information, previous school information, and parent signature.

☐ **Living w/Another Family in Monroe Township**

Owner of the Home - needs to provide:
(4)-Proofs of Residency *(see "Proof of Residency" above)*

Parent Residing in the Home - needs to provide:
(1)-Bill in your name with that address on it.
(1)-Affidavit of Residency needs to be filled out, signed, and notarized by both the parent of the incoming student and the owner of the home. *(download in the portal)*

☐ **Physical Examination Form** *(download on website)*
Must have been completed **within the past 365 days**, signed by your child's physician. **The universal form provided by your child's physician's office can also be used.

☐ **Mantoux TB Test** *(if applicable)*
Students relocating from any other area may need a TB test as mandated by law. This will be determined by the school nurse. If required, **must be provided to the school within 30 days.**

☐ **Free and Reduced Lunch Form** *(from previous school)*
Free/Reduced Price School Meals Household Application OR Notification for Free Meals/Free Milk Direct Certification.

☐ **Custody Papers** *(if applicable)*
Proof of Legal Guardianship; Foster Parent Papers; or Adoption Papers