



## Teaneck Public Schools

651 Teaneck Road  
Teaneck, New Jersey 07666

TCCC

### 2023-2024 MANDATORY REGISTRATION/RESIDENCY REQUIREMENTS

Registration and residency forms are to be completed and submitted to the Teaneck Board of Education Central Registration Office located at 651 Teaneck Road. Registration Office hours vary by time of year, please call (201) 833-5512 to confirm hours.

Regular Registration Office hours are as follows:

**Monday through Friday**

**9:00 a.m. – 3:30 p.m.**

**The office will be closed for lunch from 12:00 p.m. to 1:00 p.m.**

For evening appointments, please contact the Registrar at (201) 833-5512 or via email at [registrar@teaneckschools.org](mailto:registrar@teaneckschools.org).

If you have a question regarding residency or registration requirements, please contact Rose Antinori, Registrar, (201) 833-5512 or via email at [registrar@teaneckschools.org](mailto:registrar@teaneckschools.org).

### The following documents will be accepted for consideration at the time of registration:

(All documents must be officially translated in English)

- A. **A current bank statement or vehicle registration showing the family name and Teaneck address.**  
(A current utility bill may be provided if bank statement or vehicle registration is not possible).
- B. **Original Birth Certificate** (Passport can be used to establish official date of birth if birth certificate is not available).
- C. **Record of Immunization.** *New Jersey State Law prohibits students from entering school without a Record of Immunization.*
- D. **Name and address of previous school** for transcript purposes.
- E. **Proof of Residency** – See next page for list of acceptable proof of residency.
- F. After residency is established and verified **YOU MUST SCHEDULE AN APPOINTMENT WITH THE SCHOOL THAT YOUR CHILD WILL ATTEND.**
  - a. You will need to bring the following documentation with you to finish the registration process at the school:
    - i. Registration Form
    - ii. Certificate of Residency



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### ACCEPTABLE PROOF OF RESIDENCY

#### **OPTION 1: IF YOU OWN A HOME**

1. Please provide a copy of your current property tax bill, tax assessment card or a copy of your deed.  
*AND*
2. Most recent utility bill (i.e. PSE&G, water company, cable, telephone bill).

#### **OPTION 2: IF YOU LEASE**

1. Please provide a current copy of your lease and it must include the name of the parent/guardian.  
*AND*
2. Most recent utility bill (i.e. PSE&G, water company, cable, telephone bill).

#### **OPTION 3: IF YOU RENT AND DO NOT HAVE A LEASE**

1. You must have the owner/landlord of the property complete an ***Affidavit of Landlord*** form. The owner of the property ***must sign the form and have it notarized.***  
*AND*
2. The owner must provide a copy of the current property tax bill, tax assessment card or a copy of the deed.  
*AND*
3. Copy of your (Parent/Guardian) most recent utility bill (i.e. PSE&G, water company, cable, telephone bill).

#### **OPTION 4: IF IT IS A PRIVATE HOME AND YOU DO NOT PAY RENT**

1. You must have the owner/landlord of the property complete an ***Affidavit of Landlord*** form. The owner of the property ***must sign the form and have it notarized.*** You do not need to disclose any rent amount on the form.  
*AND*
2. The owner must provide a copy of their current property tax bill, tax assessment card or a copy of the deed.  
*AND*
3. The parent/guardian must provide a copy of a current utility bill (i.e. PSE&G, water company, cable, telephone bill) or any bill that shows the Teaneck address.



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**CHARTER SCHOOLS - REGISTRATION FORM FOR 2023-2024**

**FOR REGISTRATION OFFICE STAFF:**

**REGISTRAR:** \_\_\_\_\_ **SKYWARD ID:** \_\_\_\_\_

Registration Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Entry Code: \_\_\_\_\_

SCHOOL RESIDENT: 004-Whittier 005-Hawthorne 006-Bryant 007-Lowell 010-BF 011-TJ  
 012-THS

**SCHOOL ATTENDING:**

(020) Teaneck Community Charter: \_\_\_\_\_ (930) Englewood on the Palisades Charter: \_\_\_\_\_  
 (900) Bergen Arts & Science Charter: \_\_\_\_\_ (966) Passaic Arts & Science Charter: \_\_\_\_\_

Has the student been accepted to a Charter School? YES or NO If yes, you must provide copy of the Letter of Acceptance.

**Student Information – Please fill out one form per student.**

Has the student been enrolled in the Teaneck School system before? **YES**  **NO**

**Student Last Name**      **Student First Name**      **Middle Name**      Male  Female       **Grade:**

*(As name appears on birth certificate)*

**Student's Home Address**      **City**      **State**      **Zip**

**Student's Mailing Address** (if different from above)      **City**      **State**      **Zip**

**Name of Parent(s)/Guardian:**      **Primary/Home Telephone**

**Person Enrolling Student:**      **Relationship to student**

**Ethnicity** (must check one)     Hispanic       Non-Hispanic

**Race** (check all that apply)     White       Black/African American     American Indian/Alaskan Native  
 Asian       Native Hawaiian/Pacific Islander

**Birthdate**      **City of Birth**      **State of Birth**      **Country of Birth**



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**Family Information**

*(One form per family)*

**Parent/Guardian #1 - Relationship to Student: Mother  Father  Legal Guardian**

Last Name                                      First Name                                      Middle Name                                      Title

Mailing Address

Primary/Home Telephone                                      Cell/Alt Phone                                      Email Address

**Parent/Guardian #2 - Relationship to Student: Mother  Father  Legal Guardian**

Last Name                                      First Name                                      Middle Name                                      Title

Mailing Address

Primary/Home Telephone                                      Cell/Alt Phone                                      Email Address

**Please list any siblings currently attending Teaneck Public Schools.**

Siblings	Grade	Gender	Age	School

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



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**CERTIFICATE OF RESIDENCY**

I, \_\_\_\_\_ hereby certify that the statements hereinafter set forth are true:  
 (Name of parent/Legal guardian\*)

I am the \_\_\_\_\_ of \_\_\_\_\_  
 (Father, Mother, Legal Guardian\*) (Student Name and Age)

\_\_\_\_\_ who  
 is an applicant for admission to the Teaneck Public Schools.

This applicant/student resides with me and \_\_\_\_\_  
 (List all individuals with whom you reside)

at \_\_\_\_\_ in the Township of Teaneck.  
 (Residence address)

We have been in actual residence at this address since \_\_\_\_\_  
 (Month / Day / Year)

**Mark the forms of proof you are providing to demonstrate your physical address. Refer to Options 1-4 from page 2**

- Copy of Tax Bill or Tax Assessment Card and utility bill
- Copy of Deed and utility bill
- Copy of Current Lease Agreement and utility bill
- Affidavit of Landlord – see option 3 or 4
- Other (pending approval)

1. Does Parent/Guardian OWN or RENT home address: \_\_\_\_\_

2. If Mother/Father of applicant/student lives in a separate household:

Reason:  Divorced  Separated  Other: \_\_\_\_\_

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

3. Is there a custodial court order or written agreement designating the district for school attendance?  
 YES  NO  **If yes, please submit a copy of the written agreement to this form at the time of registration.**

4. Does the student reside with one parent for the entire year? YES  NO  If so, with which parent at what address: \_\_\_\_\_

5. If the student does not reside with one parent for the entire year, explain the portion of time the student resides with each parent and at what addresses.  
 \_\_\_\_\_  
 \_\_\_\_\_



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7. If you are claiming to be an emancipated student, are you living independently in your own permanent home in the district?

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FOR YOUR INFORMATION:

I have been advised that the Board of Education of the Township of Teaneck will not accept non-resident pupils and that the following are the only exceptions permitted to the established policy:

- A. Any students whose parents move out of Teaneck during a current school year may complete only the current school year provided that the proportionate tuition rate be paid in advance to the Board Secretary.
- B. Students whose parents have pending arrangements for establishing residence within the district may enroll and attend school during any particular month provided that the full tuition rate for that month is paid in advance to the Board Secretary.
- C. Should further time be involved in establishing residence, the parents may submit to the principal, affidavits in support of their declared plans or situation. If these are approved, the parents will be permitted to continue the attendance of their children by paying the next full monthly tuition rate in advance to the Board Secretary.
- D. Longer periods of attendance beyond two calendar months must be approved by the Board of Education.

The purpose of this certificate of residency is to secure admission of said application into the Public School System of the Township of Teaneck as a resident student.

\_\_\_\_\_  
 (Parent/Legal Guardian\* Signature)

\_\_\_\_\_  
 TBOE Attendance Officer Initials

Registration Conditional

\*Guardianship papers must be produced for examination.

Parent/Guardian: \_\_\_\_\_

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**DISTRICT OFFICE USE ONLY**  
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Physical verification of residency by TBOE Attendance Officer: \_\_\_\_\_

Date of verification: \_\_\_\_\_



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**AFFIDAVIT OF LANDLORD**

STATE OF NEW JERSEY)  
 SS:  
 COUNTY OF BERGEN )

I \_\_\_\_\_ of full age, and being duly sworn upon his or her oath, according to law, deposes and says:

1. I am the owner of property located at \_\_\_\_\_,

In the Township of Teaneck.

2. \_\_\_\_\_ is a tenant and has been a tenant at the above premises since \_\_\_\_\_(month/day/year). A copy of this tenant's lease, if same is in written form, is attached hereto.

In the event that tenant does not have a written lease, the pertinent terms of said lease are as follows:

A. Circle one of the following: Month to Month / Year to Year

B. Rental amount \$ \_\_\_\_\_ per \_\_\_\_\_

C. The names of permissible tenants are as follows:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

3. I am making this affidavit knowing that the Board of Education of the Township of Teaneck will rely on same in determining whether \_\_\_\_\_ will be considered a pupil who is entitled to an education free of charge.

I understand that if any of the statements made by me are willfully false that I am subject to punishment.

\_\_\_\_\_  
 (LANDLORD)

Sworn and subscribed before  
 me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 ( A Notary Public)