



CENTRAL REGISTRATION FORMS FOR SCHOOL YEAR 2024-2025 Grades KG - 12th grade

You may submit completed registrations via email to registrar@teaneckschools.org or make an appointment to drop off completed registrations at the Board of Education Registration Office located at 651 Teaneck Road. **If emailing – keep on the same email chain.**

Registration Office hours vary by time of year, email registrar@teaneckschools.org with any questions or to make an appointment to submit the registration in person.

For Pre-K information, contact Yamile Fernandez at 551-337-1559 or Prekregistration@teaneckschools.org

Registration Office hours are as follows:

9:00 A.M. – 3:30 P.M.
(Closed for lunch from 12:00 p.m. to 1:00 p.m.)

Completed registrations may be submitted after hours upon request.
If you have a question regarding residency or registration requirements,
please contact **Rose Antinori, Registrar at (201) 833-5512**
or via email at registrar@teaneckschools.org.

CHECKLIST OF REQUIREMENTS

The following documents will be accepted for consideration at the time of Central Registration
(All documents must be officially translated in English)

Original Birth Certificate (Passport can be used to establish official date of birth if birth certificate is not available).

Record of Immunization. New Jersey State Law prohibits students from entering school without a Record of Immunization. Documentation must have the student's legal name.

Proof of Residency – See OPTIONS 1-4 on page 7 for list of acceptable proof of residency.

Parent/Guardian photo ID

Custodial documents if applicable.

ISP / IEP / 504 Plan – if applicable. Records Release form given by Registrar.

Name and Address of Previous School

Transcripts / Recent Report Cards - All incoming HIGH SCHOOL students' grades will be reviewed first by the Guidance Department for approval to register.

Transfer card from previous school

What is the next step?

When registration is complete at Central Office, the school secretary will contact the parent/guardian to finish the enrollment process.



Skyward Family Access Parental Use and Responsibility Acknowledgement

Skyward Family Access is a web-based application that allows you to track information regarding your child's progress for the current year. You may access this program by connecting to our secured server to view assignments, attendance, report card grades, and other school information.

I, _____
(parent/guardian name)

Parent/Guardian of _____
(student name)

acknowledge that I have requested and received authorization to use Skyward Family Access. I understand that I share in the responsibility of keeping safe the data of my child(ren). My responsibilities include reporting any security concerns to the school district, guarding my password, changing my password on a regular basis, and promptly logging off of my Skyward Family Access session when finished or before leaving my computer. I understand that the school district may without prior notification disable my accounts as part of the overall security procedures.

Print Parent/Guardian Name

X _____
Signature of Parent/Guardian Name

Date: _____

NAME OF PARENT/LEGAL GUARDIAN WHO ARE ALLOWED FAMILY ACCESS



TEANECK PUBLIC SCHOOLS
651 Teaneck Road
Teaneck, New Jersey 07666
www.teaneckschools.org



TEANECK PUBLIC SCHOOL DISTRICT

Registration Office

651 Teaneck Road, Teaneck,

registrar@teaneckschools.org

(201) 833-5512

CONSENT TO REGISTER STUDENT

I _____ certify that I am the child's legal guardian or court (Parent/Guardian) authorized official and hereby consent for the child to be enrolled in the Teaneck Public School District.

I understand that the Teaneck Board of Education will verify the statements in this application and false statements could subject me to tuition and transportation charges.

I also understand that it is my responsibility to immediately notify the school of any changes in circumstances affecting the information set forth herein.

X _____
Parent/Guardian Signature

Date

X _____
Parent/Guardian Signature

Date



THIS GRAY PORTION TO BE COMPLETED BY TEANECK PUBLIC SCHOOL PERSONNEL

SKYWARD ID:	REGISTRAR:	REGISTRATION DATE:	Supt Approval <input type="checkbox"/>
ENTRY CODE:	SE PK: <input type="checkbox"/> Evaluation requested: <input type="checkbox"/>		HL <input type="checkbox"/>
GRID CODE(ELEM/MS):	IEP: <input type="checkbox"/> Evaluation requested: <input type="checkbox"/>		Non Eng <input type="checkbox"/>
GUARDIANSHIP: Court Order submitted YES <input type="checkbox"/> NO <input type="checkbox"/>	GUARDIANSHIP: BOE Affidavits submitted YES <input type="checkbox"/> NO <input type="checkbox"/>		504 <input type="checkbox"/>

↓ BOTTOM PORTION OF PACKET TO BE COMPLETED BY PARENT/GUARDIAN - STUDENT INFORMATION ↓
-- PLEASE PRINT CLEARLY--

1. Are you claiming to be an emancipated student? YES ☐ NO ☐ If yes, are you living separately? YES ☐ NO ☐
2. Has the student ever been enrolled in the Teaneck School system? Yes ☐ No ☐
3. Has the student ever been enrolled in a New Jersey school system? Yes ☐ No ☐

STUDENT FIRST NAME (As on birth certificate)	STUDENT MIDDLE NAME	STUDENT LAST NAME	GENDER M <input type="checkbox"/> F <input type="checkbox"/>	STUDENT GRADE FOR 2024-2025 Answer: _____
STUDENT'S HOME ADDRESS		CITY	STATE	ZIPCODE
STUDENT'S MAILING ADDRESS (if different from home address)		CITY	STATE	ZIPCODE
NAME OF PARENT(S)/GUARDIAN		PRIMARY/HOME NUMBER (preferred contact number)		
PERSON ENROLLING STUDENT		TELEPHONE NUMBER	RELATIONSHIP TO STUDENT	
<p><i>In accordance with required Federal Standards [See 1997 Standards, 62 FR 58789 (October 30, 1997)], educational institutions are required to collect racial and ethnic data in the following manner:</i></p> <p><i>Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino."</i></p> <p>Ethnicity (MUST CHECK) <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic</p> <p>Race (MUST CHECK) SEE DESCRIPTIONS ON RIGHT →</p> <p><input type="checkbox"/> White <input type="checkbox"/> Black/African Amer <input type="checkbox"/> Amer Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander</p>		<ol style="list-style-type: none">(1) American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.(2) Asian. A person having origins in any of the original peoples of the Far East, South East Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.(3) Black or African American. A person having origins in any of the Black racial groups of Africa.(4) Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.(5) White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		



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BIRTHDATE	AGE	CITY OF BIRTH	STATE OF BIRTH	COUNTRY OF BIRTH
First Entry Date into a U.S. School: (if student is born outside of the U.S.) Date needed:		Language Spoken by Child?	First Language Spoken by Child?	Home Language?
				Did student attend an ESL class in previous school? YES <input type="checkbox"/> NO <input type="checkbox"/>
NAME AND ADDRESS OF LAST SCHOOL STUDENT ATTENDED SCHOOL NAME: _____ ADDRESS: _____ CITY/STATE: _____				GRADE STUDENT WAS IN PREVIOUS SCHOOL: DATE OF LAST DAY OF ATTENDANCE IN PREVIOUS SCHOOL:

FAMILY 1 INFORMATION > *PARENT/GUARDIAN LIVING IN THE SAME HOUSEHOLD*

Parent/Guardian #1 - Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Emancipated <input type="checkbox"/>			
First Name	Middle Name	Last Name	Title (Dr. Mr. Mrs. Ms.)
Home Address			
Primary/Home Telephone	Cell/Alt Phone	Email Address (PRINT CLEARLY)	
Employer	Work Telephone	Ext	
<input type="checkbox"/> Resides With Student <input type="checkbox"/> Allow Web Access			
Parent/Guardian #2 - Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> DCP&P <input type="checkbox"/>			
First Name	Middle Name	Last Name	Title (Mr. Mrs. Ms.)
Home Address			
Primary/Home Telephone	Cell/Alt Phone	Email Address (PRINT CLEARLY)	
Employer	Work Telephone	Ext	
<input type="checkbox"/> Resides With Student <input type="checkbox"/> Allow Web Access			



FAMILY 2 INFORMATION > IF PARENT/GUARDIAN IS LIVING SEPARATELY

Parent/Guardian #1 - Relationship to Student: Mother ☐ Father ☐ Legal Guardian ☐ Foster Parent ☐
☐ DCP&P

First Name	Middle Name	Last Name	Title (Mr. Mrs. Ms.)
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Mailing Address

Primary/Home Telephone	Cell/Alt Phone	Email (PRINT CLEARLY)
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Employer	Work Telephone	Ext
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☐ Extra Mailings ☐ Contact Not Allowed ☐ Allow Web Access ☐ Receive Hard Copy of Report Card

☐ Receive email/phone notification

Please list any siblings currently attending or will be attending Teaneck Public Schools

Siblings	Grade	Gender	Age	School

EMERGENCY CONTACT INFORMATION

<i>First Contact</i>		
Name	Phone	Relationship
<i>Second Contact</i>		
Name	Phone	Relationship
<i>Third Contact</i>		
Name	Phone	Relationship



Mark the forms of proof you are providing to demonstrate your physical address.

Please check

- ☐ Copy of Tax Bill, Tax Assessment Card, or Recent Mortgage Statement **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 below

1. Does Parent/Guardian OWN ☐ RENT ☐ Living/renting with someone who owns ☐

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.

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, a copy of your deed or a recent mortgage statement.

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, a copy of the deed, or a recent mortgage statement.

AND

3. Copy of your (Parent/Guardian) 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 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, a copy of the deed, or a mortgage statement.

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.



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)



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STUDENT NAME: _____ DOB: _____ AGE: _____ GRADE: _____ IEP: YES ☐ NO ☐

PARENT/LEGAL GUARDIAN: _____ PHONE: _____

LAST PERMANENT PLACE OF RESIDENCY IN NJ:

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

Number of years/months at last permanent address: _____

Move in date: _____ Move out date: _____

LAST SCHOOL ATTENDED: _____ GRADE AT LAST SCHOOL: _____

LAST PERMANENT PLACE OF RESIDENCY OUT OF STATE:

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

Number of years/months at last permanent address: _____

Move in date: _____ Move out date: _____

LAST SCHOOL ATTENDED: _____ GRADE AT LAST SCHOOL: _____

STUDENT IS PRESENTLY: ☐ IN A SHELTER ☐ IN A MOTEL/HOTEL ☐ DOUBLED UP WITH FAMILY/FRIENDS ☐ KNOWN TO DCP&P
OTHER _____

CURRENT PHYSICAL LOCATION OF STUDENT RESIDENCE: _____ AS OF _____

RESIDENCE STATEMENT: _____

Under penalty of perjury under the laws of this state, I declare that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so. I also understand that I must notify the Teaneck Public School District of any changes as soon as they occur. I give my approval for this document to be shared with the District McKinney-Vento Liaison.

Parent/Guardian signature: **X** _____ Date **X** _____

Parent/Guardian print name: _____

OSS: _____ Date _____

FOR OFFICE USE ONLY

ELIGIBLE UNDER MC KINNEY-VENTO: ☐ YES ☐ NO

RESIDENCY: _____

DISTRICT OF RESPONSIBILITY: _____

NOTIFICATION SENT TO: ☐ SCHOOL PRINCIPAL ☐ BUSINESS ADMINISTRATOR ☐ DIRECTOR OF SPECIAL SERVICES ☐ McK-V COUNTY LIAISON



HOME LANGUAGE SURVEY Parent/Guardian Questionnaire

P L E A S E P R I N T

This home language survey is to be completed at the time of registration by **all** who are registering within the Teaneck School District. The information provided is used to determine if another language is spoken in the home. The questions should be completed by the primary caregiver (with translators available, if and when needed).

Child's name: _____ **Date:** _____
(first) (middle) (last)

Child's Date of Birth: _____

Person completing the survey: ☐ Mother ☐ Father ☐ Grandparent ☐ Guardian ☐ Other

Please tell us about your child:

1. What language did the child learn when he/she first began to talk? _____
2. What language does the family speak at home most of the time? _____
3. What language(s) does the primary caregiver (s) speak to the child most of the time? _____
4. What language(s) does the child speak to his/her primary caregiver (s) most of the time? _____
5. What language(s) does the child speak to his/her brothers and sisters most of the time? _____
6. What language does the child speak to his/her friends most of the time? _____
7. In which language do you wish to receive information from the school? _____
8. What name do you use for your child (if different from above)? _____

Sources:

Questions 1 – 8 are based on the *NJ DOE Home Language Survey* that was adapted from the sample survey in *A Manual for Community Representatives of the Title VI Steering Committee*, published 9/76 by the Institute for Cultural Pluralism, Lau General Assistance Center, San Diego University, San Diego, CA 92182



 **CHECK THE ANSWER AND INITIAL ALL QUESTIONS ON THE LINE AFTER**

SPECIAL SERVICES:

Has your child ever been referred for a special education evaluation? Yes ☐ No ☐ _____

Has your child ever been evaluated by a special education child study team? Yes ☐ No ☐ _____

Has your child ever been classified for special education/related services or for speech services? Yes ☐ No ☐ _____

Do you have any reason to suspect that your child may have a learning, emotional or physical issue? Yes ☐ No ☐ _____

Student has an IEP (Individualized Education Program): Yes ☐ _____ No ☐ _____

Parent/Guardian provided copy of IEP: Yes ☐ No ☐ _____

Referred by Teaneck Case Manager: Yes ☐ No ☐ Teaneck Case Manager Name: _____

Referred to Special Services by Registrar: Yes ☐ No ☐ _____ If no, why? _____

SPECIAL SERVICES:

Student has an ISP (Individualized Service Plan): Yes ☐ _____ No ☐ _____

Parent/Guardian provided copy of ISP: Yes ☐ No ☐ _____

Referred by Teaneck Case Manager: Yes ☐ No ☐ Teaneck Case Manager

Name: _____

Referred to Special Services by Registrar: Yes ☐ No ☐ _____

SPECIAL SERVICES:

Has your child ever had a 504 Accommodation Plan: Yes ☐ No ☐ _____

Student has a 504 Accommodation Plan: Yes ☐ _____ No ☐ _____

Parent/Guardian provided copy of 504 Accommodation Plan: Yes ☐ No ☐ _____

Referred by Teaneck Case Manager: Yes ☐ No ☐ Teaneck Case Manager

Name: _____

Referred to Special Services by Registrar: Yes ☐ No ☐ _____

SPECIAL SERVICES

Early Intervention by NJ state: Yes ☐ No ☐

Do you have a meeting with a case manager: Yes ☐ Date of meeting: _____ No ☐

Referred by Teaneck Case Manager: Yes ☐ No ☐ Teaneck Case Manager Name: _____

Referred to Special Services by Registrar: Yes ☐ No ☐

 Parent/Guardian signature: **X** _____ Date: _____



Transportation Request Form

State law requires that transportation be provided as follows:

- Pupils in grades K-8 who live more than 2 miles from school;
- Pupils in grades 9-12 who live more than 2.5 miles from school;
- Special education students with a valid IEP

Courtesy Busing

Courtesy busing is provided for students in grades preschool (Pre-K) through the fourth (4th) grade that reside more than 1.3 miles from their school of attendance. Children who live within walking distance of their school may not use the school buses at any time. Parents/guardians are responsible for walking their children to and from the bus stop. If you cannot meet your child in the afternoon, we recommend that you arrange for someone to meet your child at the bus stop.

Exclusions

Courtesy busing does not apply to students in middle school and high school or preschool at Bergen Day and The Early Learning Center.

Student Information

School Year _____ Grade _____
Student's Name _____ School _____
House Address _____
Home Phone _____ Cell _____

Parent/Guardian Transportation Preference

Morning:

Afternoon:

Both:

Parent/Guardian Signature: _____

Date: _____

Note: You may not be eligible based on distance from your residency to school. Changes take at least 3 – 4 business days.

Application Status

Qualifies For Busing

Does Not Qualify for bus:

Subscription Busing Request:

Transportation Start Date:

Bus # _____ Bus Stop: _____

Parent/Guardian Notified (date): _____



*****IMPORTANT*****

The school's secretary will contact the parent/guardian to schedule an appointment to finish the enrollment.

Grades PreK - Kindergarten	Grades 5-8
<p>(PreK) <u>Bryant Elementary School</u> One Tryon Avenue David Deubel, Principal Contact: Antonia Hernandez - (201) 833-3976 or Venessa Watt-St. Clair, Secretary - (201) 833-5545</p> <p>(K) <u>Theodora Smiley Lacey Elementary School</u> One Merrison Street Leslie Abrew King, Principal Contact: Chanon McDuffie, Secretary - (201) 862-2508 or (201) 862-2509</p>	<p><u>Benjamin Franklin Middle School</u> 1315 Taft Road Terrence Williams, Principal Jahari Jacobs, Assistant Principal Gulshir Khan, Secretary - (201) 833-5451 Contact: Jennifer Henry, Guidance Secretary - (201) 833-5455</p> <p><u>Thomas Jefferson Middle School</u> 655 Teaneck Road Nina Odatalla, Principal Ramon Ortiz, Assistant Principal Gina Geronimo, Secretary - (201) 833-5471 Contact: Nicole Fernandez, Guidance Secretary (201) 833-5475</p>
Grades 1-4	Grades 9-12
<p><u>Whittier Elementary School</u> 491 West Englewood Avenue Debra Nussbaum, Principal Contact: Tracey Strand-Coley, Secretary - 201-833-5535</p> <p><u>Hawthorne Elementary School</u> 201 Fycke Lane Emilio Jeanette, Principal Contact: Dawn Santamaria, Secretary - (201)833-5540</p> <p><u>Lowell Elementary School</u> 1025 Lincoln Place Antoine Green, Principal Contact: Karen Munoz, Secretary - (201) 833-5550</p>	<p><u>Teaneck High School</u> 100 Elizabeth Avenue Piero LoGiudice, Principal Margot Mack, Assistant Principal Justin O'Neill, Assistant Principal Contact: Greg Castro, Guidance Secretary - (201) 833-5426</p>