



**TEANECK PUBLIC SCHOOLS**  
**ONE MERRISON STREET**  
**TEANECK, NJ 07666**

[www.teaneckschools.org](http://www.teaneckschools.org)

**CHANGE OF ADDRESS FORM**

DATE: \_\_\_\_\_ ADDRESS CHANGED IN SKYWARD:

REGISTRAR: \_\_\_\_\_

<b>HOME ADDRESS CHANGE INFORMATION</b>		
OLD HOME ADDRESS:	DATE FAMILY MOVED OUT FROM OLD HOME ADDRESS:	
NEW HOME ADDRESS:	DATE FAMILY MOVED INTO NEW HOME ADDRESS:	
<b>LIST ALL PARENT/LEGAL GUARDIAN(S) LIVING IN NEW HOME ADDRESS</b>		
FIRST NAME	LAST NAME	TELEPHONE NUMBER
FIRST NAME	LAST NAME	TELEPHONE NUMBER
FIRST NAME	LAST NAME	TELEPHONE NUMBER

<b>LIST ALL STUDENTS AFFECTED BY THE NEW HOME ADDRESS CHANGE</b>			<b>FOR DISTRICT USE ONLY</b>			
STUDENT'S FULL NAME	SCHOOL ATTENDING	GRADE	STUDENT ID	STUDENT TYPE	GRIDCODE	NEW SCHOOL (IF APPLICABLE)

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR DISTRICT USE ONLY</b>	
<b>Documentation provided by parent/guardian at time of address change:</b> Certificate of Residency <input type="checkbox"/> Lease <input type="checkbox"/> Affidavit of Landlord <input type="checkbox"/> Copy of Deed <input type="checkbox"/> Tax Bill/Tax Assessment Card <input type="checkbox"/> Latest Utility Bill <input type="checkbox"/>	School zone changed <input type="checkbox"/> Parent request to stay at existing school <input type="checkbox"/> Transportation notified <input type="checkbox"/> Schools notified <input type="checkbox"/> SE student <input type="checkbox"/>



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## MANDATORY REGISTRATION / RESIDENCY REQUIREMENTS

Registration and residency forms are to be completed and submitted to the Central Registration Office located inside the Thomas Jefferson Middle School building (655 Teaneck Road). Visitors should park in the visitor parking lot at the end of Salem Street. Please enter the building using the entrance closest to the parking lot (to the left of the main entrance circle). 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 Ms. Melissa Simmons, Business Administrator/Board Secretary at (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 address change:

- A. **Certificate of Residency**
- B. **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).
- C. **Proof of Residency** – See below acceptable proof of residency.
- D. **Custodial documents**

### 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 children.  
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).



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**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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## 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(s) 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 \_\_\_\_\_  
(Residence address)

in the Township of Teaneck.

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:

- Copy of Tax Bill or Tax Assessment Card
- Copy of Deed
- Copy of Current Lease Agreement
- Affidavit of Landlord
- Copy of Utility Bill

Please fill out any that apply:

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

2. If Mother/Father of applicant/student lives outside of Teaneck, give the address and reason:

Reason: \_\_\_\_\_

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

3. Is there a custodial court order or written agreement designating the district for school attendance?  
Circle YES or NO. Please attach a copy to this form when you submit it.

4. Does the student reside with one parent for the entire year? Circle YES or 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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6. 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

\*Guardianship papers must be produced for examination.

(Registration Conditional )

DISTRICT OFFICE USE ONLY

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 \_\_\_\_\_



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(A Notary Public)