



MANDATORY REGISTRATION / RESIDENCY REQUIREMENTS

Registration and residency forms are to be completed and submitted to the Teaneck Board of Education Central Registration Office. You can send via email to registrar@teaneckschools.org or make an appointment to drop off documentation at the 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 <u>registrar@teaneckschools.org</u>. If you have a question regarding residency or registration requirements, please contact Ms. Rose Antinori, Registrar at (201) 833-5512 or via email at <u>registrar@teaneckschools.org</u>.

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

- A. Original Birth Certificate (Passport can be used to establish official date of birth if birth certificate is not available).
- B. **Record of Immunization**. <u>New Jersey State Law prohibits students from entering school without a Record of Immunization</u>. Documentation must have the student's legal name.
- C. **Proof of Residency** See next page for list of acceptable proof of residency.
- D. Name and address of previous school for transcript purposes.
- E. Custodial documents if applicable

After residency is established and verified:

- A. You must call to schedule an appointment with the school that your child will attend.
- B. You will need to bring the following documentation with you to finish the registration process at the school:
 - i. Registration packet provide by the registrar at Central Office
 - ii. Birth Certificate
 - iii. Immunization Records
 - iv. Recent Report Card/Transcript
 - v. Transfer Card
 - vi. ISP/IEP/504 Plan if applicable





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 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, 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 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.





ETHNICITY AND RACE COLLECTION

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:

ETHNICITY

Hispanic/Latino? (Yes or No)

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."

RACE

MUST select one or more races from the following five racial groups:

- (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.



TEANECK PUBLIC SCHOOLS 651 Teaneck Road

Teaneck, New Jersey 07666 www.teaneckschools.org



REGISTRATION FORM FOR SCHOOL YEAR 2023-2024

TOP PORTION TO BE COMPLETED BY TEANECK PUBLIC SCHOOL PERSONNEL

SKYWARD ID:	Has the student ever bee Yes	Supt Approval		
REGISTRATION DATE:	Has the student ever been enrolled in a New Jersey school system? Yes □ No □			HL □ Disp Storm □
REGISTRAR:		SE PK: 🗌	Evaluation requested:	Non Eng □
ENTRY CODE:	GRID CODE(ELEM/MS):	IEP:	Evaluation requested:	504
GUARDIANSHIP: Court Order	GUARDIANSHIP: BOE Af YES D NOD	fidavits		

	UN OF FACKE				GUARDIAN ST		
STUDENT FIRST NAME (As	on birth certificate)	te) STUDENT LAST NAME		MIDDLE NAME			GRADE School Year 23-24
STUDENT'S HOME ADDRE	ŝS	CITY		۲Y ۲		F STATE	ZIPCODE
STUDENT'S MAILING ADDRESS (if different from home address)			CITY			STATE	ZIPCODE
NAME OF PARENT(S)/GUA	RDIAN				PRIMARY/HOME	NUMBER (pref	erred contact number)
PERSON ENROLLING STU	DENT		TELEF	PHONE	NUMBER	RELATIONSH	IP TO STUDENT
In accordance with require collect racial and ethnic da	ta in the following i	manner:	62 FR 58789 (0	Octobe	r 30, 1997)], educa	tional institutio	ons are required to
Ethnicity (must chec					_		
Race (must check o	ne)	Black/African Amer	_	Alaskan	Native 🗌 Asian 🗌	Native Hawaiia	an/Pacific Islander
BIRTHDATE	AGE	CITY OF	BIRTH		STATE OF BIRTH	COU	NTRY OF BIRTH [*]
*First Entry Date inte	Language Spo		e Spoken	Home	Language?		
	by Child?	by Child?	-	i lonic i	_unguugo i		ent attend an ESL previous school?
a U.S. School: (if stude is born outside of the U.S.)	by Child?	by Child?					
	nt	-	:				
is born outside of the U.S.)	nt	-	:				
is born outside of the U.S.) NAME AND ADDRESS OF	nt	-	:				
is born outside of the U.S.) NAME AND ADDRESS OF SCHOOL NAME:	HE LAST SCHOOL	-	: 				

Date of the last day of attendance in PREVIOUS school year: ____





FAMILY 1 INFORMATION – PARENT/GUARDIAN LIVING IN THE SAME HOUSEHOLD

Parent/Guardian #1 - Relationship to Student: Mother 🗌 Father 🗌 Legal Guardian 🗌 Foster Parent 🗌							
Emancipated							
Last Name	First Name	Middle Name Title					
Home Address							
Primary/Home Telephone	Cell/Alt Phone	Email Address					
Employer	Work Tele	ephone Ext					
	Resides With Student	Allow Web Access					
Parent/Guardian #2 - Rela	tionship to Student: Mother Step-Parer						
Last Name	First Name	Middle Name Title					
Home Address							
Primary/Home Telephone	Cell/Alt Phone	Email Address					
Employer	Work Telephone	Ext					
	Resides With Student	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							
Last Name	First Name	Middle Name	Title				
Mailing Address							
Primary/Home Telephone	Cell/Alt Phone	Email Address					
Employer	Work Telephone	Ext					
Extra Mailings Contact Not Allowed Allow Web Access Receive Hard Copy of Report Card							
Receive email/phone notificatio	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

First Contact		
Name	Phone	Relationship
Second Contact		
Name	Phone	Relationship
Third Contact		
Name	Phone	Relationship

Signature of Parent/Guardian _	Х	Date X





* PLEASE MAKE SURE TO – <u>CHECK ANSWER</u> AND <u>INITIAL ALL QUESTIONS</u> -- <u>ON THE LINE AFTER</u>

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					
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:					





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
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 I 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.





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

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: _____

DISTRICT OFFICE USE ONLY

Physical verification of residency by TBOE Attendance Officer:

Date of verification:





STUDENT NAME:		DOB:	AGE:	GRADE:	_ IEP: YES 🗌	NO 🗌
PARENT/LEGAL GUARDIAN:			F	PHONE:		-
LAST PERMANENT PLACE OF RE	SIDENCY IN NJ:					
	ADDRESS:					
	CITY, STATE, ZI	P CODE:				
	Number of years/	months at last perma	anent address: _			
	Move in date:		Move ou	ut date:		_
LAST SCHOOL ATTENDED:				GRADE A	T LAST SCHOOL:_	
LAST PERMANENT PLACE OF RE	SIDENCY OUT OF STA	<u>.TE:</u>				
	ADDRESS:					
	CITY, STATE, ZI	P CODE:				
	Number of years/	months at last perma	anent address: _			
	Move in date:		Mov	ve out date:		
LAST SCHOOL ATTENDED:				GRADE	AT LAST SCHOOL:	
CURRENT PHYSICAL LOCATION (
Under penalty of perjury under the la		- 414 41 informa -4i				
						-
and that, if called upon to testify, I wo soon as they occur. I give my approve						r any changes as
soon as they occur. I give my approv	al lor this document to b	e shared with the Dis		Pento Liaison.		
Parent/Guardian signature:		DateX				
Parent/Guardian print name:						
OSS:	Date					
	YES NO	FOR OFFICE US	EONLY			
ELIGIBLE UNDER MC KINNEY-VENTO:	_					
DISTRICT OF RESPONSIBILITY:						
NOTIFICATION SENT TO:	_	S ADMINISTRATOR		SPECIAL SERVICES	McK-V COUNTY L	IAISON





HOME LANGUAGE SURVEY Parent/Guardian Questionnaire

PLEASE PRINT

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)	(las	st)		
Child's	Date of Birth :					
Person	completing the su	rvey: □ Mother	□ Father	☐ Grandparent	🗌 Guardian	□ Other
Please	tell us about your	child:				
1.	What language did	the child learn whe	n he/she first	began to talk?		<u> </u>
2.	What language doe	s the family speak	at home most	of the time?		
3.	What language(s) c	loes the primary ca	regiver (s) spe	eak to the child most	of the time?	
4.	What language(s) c	loes the child speal	k to his/her pri	mary caregiver (s) m	nost of the time?	
5.	What language(s) c	loes the child speal	k to his/her bro	others and sisters me	ost of the time? _	
6.	What language doe	s the child speak to	o his/her friend	ds most of the time?		
7.	In which language of	do you wish to rece	ive informatio	n from the school? _		
8.	What name do you	use for your child (if different fror	n 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





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.

Skyward Family Access Parental Use and Responsibility Acknowledgement

Parent/Guardian of

(parent/guardian name)

(student name)

(school student will be attending)

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

Х

Signature of Parent/Guardian Name

Date:

NAME OF PARENT/LEGAL GUARDIAN WHO ARE ALLOWED FAMILY ACCESS

1 / 1 9 / 2 0 2 3



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.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date





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 tenar	nt and has been a tenant at the above premises	
since(month/day/year). A copy of this	s 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	o 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 Edu	cation 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 v	villfully false that I am subject to punishment.	
	(LANDLORD)	
Sworn and subscribed before		
me this day of		

(A Notary Public)





IMPORTANT

Please contact the school to schedule an appointment

Grades PreK - Kindergarten	Grades 5-8
<u>(PreK)</u> Bryant Elementary School One Tryon Avenue David Deubel, Principal Contact: Connie Le, Secretary - (201) 833-3976 or Venessa Watt-St. Clair, Secretary - (201) 833-5545 <u>(K)</u> Theodora Smiley Lacey Elementary School One Merrison Street Leslie Abrew King, Principal Contact: Chanon McDuffie, Secretary - (201) 862-2508 or Yennifer Nuñez, Secretary - (201) 862-2509	Benjamin Franklin Middle School 1315 Taft Road Terrence Williams, Principal Jahari Jacobs, Assistant Principal Marina Williams Assistant Principal Gulshir Khan, Secretary - (201) 833-5451 Contact: Jennifer Henry, Guidance Secretary - (201) 833-5455 Thomas Jefferson Middle School 655 Teaneck Road Nina Odatalla, Principal Eric Koenig, Interim Assistant Principal Ramon Ortiz, Assistant Principal Gina Geronimo, Secretary - (201) 833-5475
Grades 1-4	Grades 9-12
Whittier Elementary School491 West Englewood AvenuePiero LoGiudice, PrincipalContact: Susan DeLisio, Secretary - (201) 833-5535Hawthorne Elementary School201 Fycke LaneNatasha Pitt, PrincipalContact: Dawn Santamaria, Secretary - (201) 833-5540Lowell Elementary School1025 Lincoln PlaceAntoine Green, PrincipalContact: Karen Munoz - (201) 833-5550	Teaneck High School 100 Elizabeth Avenue Pedro H. Valdes III, Interim Principal Margot Mack, Assistant Principal Justin O'Neill, Assistant Principal Contact: Kim Dockery, Guidance Secretary - (201) 833-5426