



Teaneck Public Schools

Teaneck, New Jersey

MANDATORY REGISTRATION / RESIDENCY REQUIREMENTS

Registration and residency forms are to be completed and submitted to the Teaneck Board of Education Administrative Offices located at One Merrison Street. 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

8:15 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. If you have a question regarding residency or registration requirements, please contact Mr. James Olobardi, Interim Business Administrator/Board Secretary at (201) 833-5512 or via email at 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. **Original Birth Certificate** (Passport can be used to establish official date of birth if birth certificate is not available).
- B. **Record of Immunization.** *New Jersey State Law prohibits students from entering school without a Record of Immunization.*
- C. **Proof of Residency** - See the list of acceptable proof of residence.
- D. **Name and address of previous school** for transcript purposes.

AFTER RESIDENCY IS ESTABLISHED AND VERIFIED

- A. You must 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 provided 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



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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

3. 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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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 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

- (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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AN APPOINTMENT WITH YOUR CHILD'S SCHOOL IS REQUIRED TO COMPLETE THE REGISTRATION PROCESS.

Grades PreK - Kindergarten

Bryant Elementary School

One Tryon Avenue

Leslie Abrew, Principal

Contact: Chanon McDuffie, Secretary - (201) 833-3976 or
Venessa Watt-St. Clair, Secretary - (201) 833-5545

Grades 1-4

Whittier Elementary School

491 West Englewood Avenue

Pedro Valdes, Interim Principal

Contact: Susan DeLisio, Secretary - (201) 833-5535

Hawthorne Elementary School

201 Fycke Lane

Dr. Deirdre Spollen-LaRaia, Principal

Contact: Dawn Santamaria, Secretary - (201) 833-5540

Lowell Elementary School

1025 Lincoln Place

Antoine Green, Principal

Contact: Claudia Henry - (201) 833-5550

Grades 5-8

Benjamin Franklin Middle School

1315 Taft Road

Natasha Pitt, Principal

Catherine Hollis, Secretary - (201) 833-5451

Contact: Jennifer Henry, Guidance Secretary - (201) 833-5455

Thomas Jefferson Middle School

655 Teaneck Road

Angela Davis, Principal

Joanne Appel, Secretary - (201) 833-5471

Contact: Kelly McMillon, Guidance Secretary - (201) 833-5475

Grades 9-12

Teaneck High School

100 Elizabeth Avenue

Dennis Heck, Principal

Contact: Kim Dockery, Guidance Secretary - (201) 833-5426
