

(201) 816-4502

MEMORANDUM

TO: Parents/Guardians

Revised July 2010

FROM: Ms. Lynn Trager, Superintendent

RE: Proof of Tenaflly Residency – To Be Handled by Superintendent's Office

All Tenaflly residents who are registering new students for the first time **must** verify their residency at the Superintendent's Office. (**NOTE: There is no Pre-Registration. You must a bona fide Tenaflly resident to qualify for registration.**) Please bring all the following proof-of-residency documents to the Superintendent's Office, as soon as possible. These requirements are in accordance with District Policy #5111. (You may call Barbara Dunn at 201-816-4517, Lauren Haight at 201-816-4505 or Maureen Duffy at 201-816-4511, if you have any questions before bringing the documents to the Superintendent's office.)

LIST OF ALL REQUIRED DOCUMENTS FOR STUDENT ENROLLMENT ELIGIBILITY

- 1.) An original lease, dated and signed, effective during the current school year within the Borough of Tenaflly. If resident owns home, a recorded deed showing ownership of Tenaflly residency is required;
- 2.) A copy of a current tax bill/statement is required, if resident owns home;
- 3.) A copy of a current utility bill (i.e., PSE&G, Phone, Water, Cablevision) with name of Tenaflly residency shown;
- 4.) A current photo ID of parent/guardian, such as a driver's license showing Tenaflly residency address, or passport photo. A Tenaflly driver's license must be presented when renewed.
- 5.) Birth Certificate of child, if born in U.S. Birth certificate or passport, if born outside U.S. (Family Census Register may be required, if supplying passport.) According to policy #5111, children shall be admitted to kindergarten provided he/she will have attained the age of five years on or before Oct. 15 of the year in which admission is requested; and for 1st grade, 6 years old on or before Oct. 15.
- 6.) A current bank statement/letter **or** vehicle registration showing the family name and Tenaflly address. (An additional, current utility or moving bill may be provided if bank statement or vehicle registration is not available);
- 7.) A Certificate of Residency form is to be completed by the parent/guardian. (This form is available at the Superintendent's Office.) When the above documents are provided and proof of residency is established, Barbara Dunn, Lauren Haight or Maureen Duffy will notarize this Certificate of Residency form;
- 8.) A Registration for Admission form must be completed (see school packet). In addition, a completed health history form with up-to-date immunizations must be provided and reviewed by the school nurse before student may enter school;
- 9.) All school transcripts must be translated in English;
- 10.) Please complete all other forms that are enclosed in the school packet. (Packets are available at the Board Office)

Once residency has been established, a copy of the notarized Certificate of Residency form and above residency documents will be sent to the school secretaries. The parent/guardian must contact school personnel to complete the registration process for placing a student on the rolls of the school that the student will attend. (For Elementary School – contact principal's secretary; for Middle and High School – contact guidance dept.)