

# WEST DEPTFORD SCHOOL DISTRICT

## New Student Registration CHECKLIST

[http://wdeptford.k12.nj.us/for\\_parents/registration](http://wdeptford.k12.nj.us/for_parents/registration)

### MUST SUBMIT FOLLOWING IN PERSON:

Birth Certificate, State-issued ID / Driver's License, Legal Custody / Court Order / Guardianship documents

## REQUIRED DOCUMENTS

1.  Original **BIRTH CERTIFICATE** of the student with the raised seal [*Hospital certificate not accepted*]
2.  **State-issued ID / DRIVER'S LICENSE** of the parent /guardian
3.  **Primary** proof of residency: **PROPERTY TAX BILL/MORTGAGE BILL/DEED** or **LEASE CONTRACT**, if renting [*MUST submit one*]
4.  **Secondary** proof of residency: **UTILITY BILL** less than 60 days [*MUST submit one*]
5.  **IMMUNIZATION** record [*MUST be up-to-date*]
6.  **PHYSICAL EXAM** [*less than 1 year from date of last physical exam*]
7.  **TRANSFER CARD** [*if transferring w/in NJ Public School; copy must be requested from the former school*]
8.  **TRANSCRIPT OF RECORDS/REPORT CARD** [*required for incoming 9<sup>th</sup> – 12<sup>th</sup> grade students*]
9.  **IEP** or **504 PLAN** [*for students w/ special services*]

## ADDITIONAL REQUIREMENTS (MAY BE REQUIRED)

10.  **COURT ORDER, LEGAL CUSTODY / GUARDIANSHIP, STATE or FEDERAL AGENCY AGREEMENT** or any documents issued by the court of law or by the state [*required if it is NOT the parent registering or if student lives with another person who is NOT the parent*]
11.  **RESIDENCY AFFIDAVIT** [*if parent's/guardian's name is not on the Primary & Secondary proof of residency*]

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**No access to computer or scanner? No problem.** You can come to the Central Office from Monday thru Friday at **8:00 am to 3:00 pm** and look for the school district registrar:

**MAUREEN APAT-MANINGO**

675 Grove Rd., West Deptford, NJ 08066

Tel. No. **(856) 848-4300** ext. **3209**

Fax No. **(856) 845-5743**

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