

NEW Student Registration

Students RETURNING to West Deptford School District MUST submit the same requirements.

IMPORTANT!

“A person, other than the parent, who intends to enroll a student WITHOUT valid proof of custody or guardianship, CANNOT enroll a student unless a legal document, issued by the court of law or by the state, is submitted.”

“Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code and enrollment of the child under false documents, subjects the person to liability for tuition and other costs. TEC Sec.25.002 (3)(d).”

STEPS FOR REGISTRATION

1. Student **Online PRE-REGISTRATION** must be completed prior to submitting documents
2. Documents to be **SUBMITTED IN PERSON** by the parent/legal guardian:
 - ✦ **Original Birth Certificate** of the student w/ the **raised seal** (Hospital certificate NOT accepted)
 - ✦ **Government-issued ID / Drivers License** of the parent or legal guardian
 - ✦ Proof of custody/guardianship **issued by the court of law** or **by the state**, if applicable
3. Documents that can be **UPLOADED** online (**uploaded documents must be readable**) or submitted in person:
Proof of Residency. Parent/Guardian's name registering the student must be on the residency documents
 - ✦ **Property Owners Property Tax bill** or **Mortgage bill** or **Deed AND Utility bill** (less than 60 days)
 - ✦ **Renters/Lessee Lease Contract** with a **current lease date** (If lease has an expired date, you must submit proof of lease renewal) **AND Utility bill** (less than 60 days)

Student Records

- ✦ Up-to-date **Immunization** record
- ✦ Current **Physical Examination** record (must be taken within 1 year from date of last physical)
- ✦ **Transfer Card** (required, if transferring within NJ)
- ✦ **Report Card / Transcript of Records** (required for incoming 9th - 12th grades)
- ✦ **504 Plan / IEP / Speech**, if applicable

[For SHARED-HOUSING]

What if the parent's or the guardian's name does not appear on the Proofs of Residency?

If you are residing with a family member or a friend in the district, the West Deptford resident, who owns/rents the property, must prove that you reside in the district by submitting **two (2) PROOFS OF RESIDENCY** along with a notarized **RESIDENCY AFFIDAVIT**. Name on the proof of residency must **MATCH** in the affidavit.

For more information or to make an appointment, please contact:

Maureen Apat-Maningo
Central Registration

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