

NEW STUDENT REGISTRATION

Students who **TRANSFERRED OUT** of West Deptford Schools and **RETURNING** will go thru the same process.

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).”

STEP 1 : Student **Online PRE-REGISTRATION** must be completed prior to submitting documents. Visit our website www.wdeptford.k12.nj.us and click on the registration link.

STEP 2 : After submitting the Pre-Registration, you will receive an email **“Notice of Incomplete Registration”** that contains the **list of the documents** (refer to the list below) that you need to submit and a **calendar link** for you to schedule an appointment with the Registrar to submit the documents listed on the email notification.

Documents to be **SUBMITTED IN PERSON** by the parent/legal guardian.

- ✚ **Original Birth Certificate** of the student w/ the **raised seal** (Hospital cert 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

Documents to be **UPLOADED** (**must be readable**) online **OR** submitted in person:

- ✚ **Property Owners** **Property Tax bill** or **Mortgage bill** or **Deed**
- Renters/Lessee** **Lease Contract** with a **current lease date** (If lease has an expired date, you must submit proof of lease renewal)
- ✚ **Utility bill** (less than 60 days)
- ✚ 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

SHARED HOUSING

Parent/Guardian's name DO NOT APPEAR on the PRIMARY Proof 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.

Maureen Apat-Maningo, Registrar
registration@wdeptford.k12.nj.us