

**For PS only**

# NEW Student Registration

The same requirements will apply for students who are RETURNING to West Deptford School District

## IMPORTANT!

**“A person, other than the parent, who intends to enroll a student WITHOUT proof of custody or guardianship, CANNOT enroll a student unless a legal guardianship, issued by the state or by court order, 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).”**

## DOCUMENTS FOR REGISTRATION

1. The following documents must be **SUBMITTED** at an **IN-PERSON REGISTRATION APPOINTMENT** by the parent/legal guardian.
  - ✦ **Original Birth Certificate** of the student w/ the **raised seal** (Hospital certificate NOT accepted)
  - ✦ **State-issued ID / Drivers License** of the parent or legal guardian
  - ✦ Legal Custody, Court Order or Guardianship documents **issued by the court of law** or **by the state**, if applicable
2. The following documents can be **UPLOADED** online (uploaded documents **must be readable**) or may be submitted in person.

**Proof of Residency.** Parent's or guardian's name registering the student must appear 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 (see next page for details)
- ✦ Current **Physical Examination** record (must have been conducted within the last 365 days prior to the first day of school)
- ✦ **504 Plan / IEP / Speech**, if applicable

### [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** the affidavit.

# CHECKLIST

\*Must be submitted in person

- + Online **REGISTRATION FORM** link (completed)
- + Original **\*BIRTH CERTIFICATE** of the student with the raised seal [*Hospital certificate not accepted*]
- + **\*State-issued ID / DRIVER'S LICENSE** of the parent
- + **Primary** proof of residency: Current **PROPERTY TAX BILL/MORTGAGE BILL/DEED** or **LEASE CONTRACT**, if renting [*MUST submit one*]
- + **Secondary** proof of residency: Current **UTILITY BILL** less than 60 days old [*MUST submit one*]
- + **IMMUNIZATION** record [*MUST be up-to-date*]
  - ~ DTap (4 doses)
  - ~ Polio (3 doses)
  - ~ Hib (1-4 doses; one must be administered after the 1<sup>st</sup> birthday)
  - ~ Pneumococcal (1-4 doses; one must be administered after the 1<sup>st</sup> birthday)
  - ~ MMR (1 dose after 1<sup>st</sup> birthday)
  - ~ Varicella (1 dose after 1<sup>st</sup> birthday)
  - ~ ANNUAL Flu shot (1 dose each year between Sept. 1 and Dec. 31<sup>st</sup>, if under age 5)

*\*NOTE: Flu shots administered before September 1<sup>st</sup> will not be accepted for the current school year.*
- + **PHYSICAL EXAM** [*must have been conducted within the last 365 days prior to the first day of school*]
- + **IEP** or **504 PLAN** [*for students w/special services*], if applicable

## **ADDITIONAL DOCUMENTS** (if applicable)

- + **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]
- + Notarized **RESIDENCY AFFIDAVIT** from the Homeowner/District Resident [*required for **Shared-Housing***]
- + Notarized **RESIDENCY AFFIDAVIT** from the Parent/Guardian residing with the District Resident [*required for **Shared-Housing***]

**RESIDENCY AFFIDAVIT forms** are available by request

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*If you have any questions, please contact*

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