

Ramsey Public Schools

266 East Main Street

Ramsey, New Jersey 07446

Telephone: (201) 785-2300 ♦ Fax: (201) 934-6623

REGISTRATION MATERIALS

PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING

The questions asked in the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 require that a free public education be provided to students between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:

- Domiciled in the district, i.e., living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship.
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency.
- Living with a parent or guardian who is temporarily residing in the district.
- The child of a parent or guardian who moves to another district as the result of being homeless.
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2.
- The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b).
- Residing on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Note that the following do **not** affect a student's eligibility to enroll in school:

- Physical condition of housing or compliance with local housing ordinances or terms of lease
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.

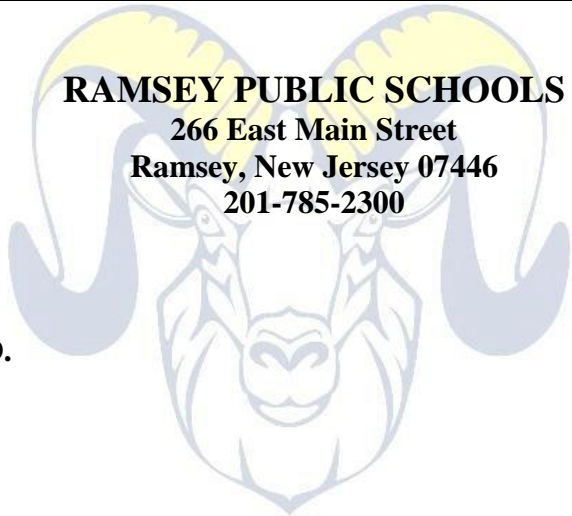
- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency.
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location.
- Court orders, State agency agreements and other evidence of court or agency placements or directives.
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student.
- Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency.
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others as appropriate.
- Documents pertaining to military status and assignment.
- Any business record or document issued by a governmental entity.
- Any other form of documentation relevant to demonstrating entitlement to attend school.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may *voluntarily* disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but *we may not, directly or indirectly, require or request:*

- Income tax returns
- Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy
- Social security numbers

Please be aware that any initial determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that **tuition may be assessed in the event that an initially admitted student is later found ineligible.** If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal. **The affidavits and registration forms submitted are *LEGAL DOCUMENTS*. By signing these forms, you are certifying that the information being submitted is true to the best of your knowledge. In the event that any of the information submitted is found to be fraudulent, you may be subject to criminal and civil penalties and tuition may be assessed for any period of ineligible attendance as stated above.**



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Ramsey, New Jersey 07446
201-785-2300**

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Superintendent of Schools**

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Below are instructions for using the appropriate forms when registering your child for school.

Complete the forms below if the student is living with a parent or guardian whose permanent home is the address given on the registration form and is located in the district.

Ramsey Residency Form Section A Must be completed by parent/guardian.

Ramsey Residency Affidavit A Must be completed by Landlord **only** if there no written lease.

Complete all 3 “B” forms if the student is living with a person domiciled in the district, other than the parent/guardian.

Ramsey Residency Form Section B Must be completed by parent/guardian.

Ramsey Residency Affidavit B-1 Must be completed by parent/guardian.

Ramsey Residency Affidavit B-2 Must be completed by Ramsey resident the student is domiciled with.

Complete the 2 “C” forms below if the student and their parent/guardian are living in a temporary situation within the school district.

Ramsey Residency Form Section C Must be completed by parent /guardian

Ramsey Residency Affidavit C Must be completed by the Ramsey resident where the parent/guardian and student are living.

Complete the form below if the student’s situation is not addressed in sections A, B, or C or if any of the “special circumstances” in section D apply. Example: CPS (Child Protection Services), Shelter our Sisters, etc.

Ramsey Residency Form Section D Must be completed by parent/guardian.