



Office of the Registrar

525 Academy Street, Maplewood, New Jersey 07040

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Web: <https://www.somdsd.k12.nj.us/district/registration/>

Registration Frequently Asked Questions (FAQs)

1. Where is the Board of Education Office located?

The Board of Education is located at 525 Academy Street, Maplewood, N.J. 07040.

2. How do I register for school?

Complete and submit an online application **AND** provide the supportive documents listed on the [Enrollment Document Checklist](#).

3. What is the District's cut-off date?

October 1st, for all students entering Pre-K through first grade. No exceptions or testing is provided which supersedes this Policy.

4. Where is the Drop Box located, its hours and how often is it checked?

The Registration Drop Box is located in front of the main entrance of the Board of Education building. While available 24 hours a day, it is checked throughout the day during normal business hours. Documents placed in the Box overnight, weekends and holidays are retrieved the next business day.

5. May I have someone else register my child for school?

Only a parent or legal guardian (as evidenced by a court order) may enroll a child for school in the District.

6. May I have someone else drop off my child(ren)'s registration documents?

Yes, anyone may place the documents in the drop box on your behalf.

7. Is it possible to drop my early enrollment documents off before or after the stated enrollment dates?

No. Completed early enrollment documents will only be accepted during the enrollment dates posted. Packets dropped off before and/or after the enrollment dates will be mailed back to the applicant.

8. My driver's license does not have my new address on it, can I still use it?

Yes. A driver's license is **only** used to confirm the identity of a parent/guardian and is not used for proof of address.

9. How do I provide documents if I received all of my bills electronically (paperless)?

A PDF copy of a current bill/statement may be provided for enrollment.

10. For Kindergarten registration, if I already have a child(ren) enrolled in a District PreK site (i.e. Montrose or [PreK partner satellite site](#)) will I have to re-register my child for Kindergarten?

Families of PreK students who are currently enrolled in a District PreK program (i.e. either through Montrose or through one of our partner PreK satellite sites) do not need to re-register their child for Kindergarten enrollment. All current District PreK4 students will automatically be placed into Kindergarten based on the District's Intentional Integration Initiative (<https://bit.ly/SOMSDIII>). Only families with students who will be new to the District will have to register their child for Kindergarten, meaning their child is not currently enrolled/attending a District PreK program.

11. Should I give the Transcript Request Form to my child(ren)'s previous school?

No, a completed *Official Transcript Request* form should be provided when dropping off an applicant's enrollment documents. The form must be completed in full with the name, address and phone number of the previous school.

12. I do not have my child's report card/transcript, may I still register him/her?

Yes, BUT the applicant may be preliminary placed in a grade until the academic record is received. *NOTE: High School (Grades 9-12) students will be initially placed based upon the completion of credits. Documents received without a record of the credits may be placed in 9th grade until an official transcript is received.*

13. I previously registered my child(ren) in the District, but withdrew him/her prior to them attending? Do I need to complete the entire process again?

Yes. You will need to complete the entire registration process, in full and provide the supportive documents as listed. This includes any PreK students who enrolled but did not attend or were not placed.

14. I registered my child(ren) for school, but I have now decided to place them in a private school, what should I do?

Please contact your child(ren)'s school's main office to physically withdraw from the District.

15. Are tours available to take a look at a school?

Please contact the [school building directly](#) for information and availability.

16. I am moving into the District, can I register my child(ren) for school before I close on my house?

All applications and supportive documents received will be reviewed to determine eligibility for enrollment. Enrollment in the District will be based upon Board Policy and State laws. Parents/Guardians must provide proof of domicile (*per the Checklist*) to be considered for enrollment.

17. When will I find out who my child(ren)'s teacher will be?

Teacher assignments will be sent by the assigned school, approximately a week before the first day of school.

18. Are immunization records required at the time of registration?

Applicants may be enrolled without an immunization record, but may not be eligible to attend school until one is provided.

19. Is a physical exam form required at the time of enrollment?

No, but one will need to be completed and given directly to the school nurse for medical clearance.