

LUMBERTON TOWNSHIP SCHOOL DISTRICT
OFFICE OF THE REGISTRAR
 32 Dimsdale Drive, Lumberton, NJ 08048
 609-267-1406 X 2004

Central Registrar
Jennifer Grimm, EDC Secretary/Central Registrar
609-267-1406 X 2004; jgrimm@lumberton.k12.nj.us
EDC Office at the Bobby's Run School (Door #2) - Please call for appointment.

Parents/Guardians - upload all completed registration forms (LTSD Registration Form, Medical History Questionnaire and Home Language Survey) and documents below into Genesis. If unable to upload, please call and make an appointment with the Central Registrar to drop off paperwork or email registration paperwork.

LTSD REGISTRATION REQUIREMENTS

- **REQUIRED:** Three (3) proofs of residency (*At least one (1) from Column A and at least two (2) from Column B*); an Original birth certificate; Parent/Guardian Photo ID
- Include documentation identified in Columns C and D. , as applicable.
- Supplemental documents Column E may be accepted if documents in Columns A and B are not immediately available.

A	B	C	D	E
PRIMARY PROOF OF RESIDENCY (At least 1 from below and dated within past 60 days)	SECONDARY PROOF OF RESIDENCY (At least 2 from below and dated within past 60 days)	STUDENT RECORDS	CUSTODY (if applicable)	SUPPLEMENTAL
• Lease agreement (Parent/Guardian must be included on the lease; prefer children included as well.) • Property mortgage bill • Property tax bill • Housing agreement	• Driver's License • Utility Bill • Voter registration card • Bank statement • Pay Stub • Court Orders/State agency agreements • Car registration/insurance • Homeowners insurance • LTSD Affidavit of Residency	• Original Birth Certificate (Required) • School Transfer Card • Report card, IEP/504, transcript of records, & test scores (if applicable) • Current Immunization records • Physical/Health records	• Court Issued Guardianship paperwork • Court Issued Custody Agreement • State agency placement	• Contract of sale • Settlement papers • Title • Survey/inspection • Affidavit

Both primary and secondary proofs of residency MUST SHOW Parent/Guardian's name. Preference is that STUDENT/STUDENTS NAMES ARE INCLUDED ON THE LEASE AS WELL. A notarized LANDLORD STATEMENT is available, in lieu of student/students names being included on the lease.

Certain housing situations may require the completion of an official Affidavit of Residency which must be notarized. In these situations, the homeowner or host family must fulfill all required proofs of residency. For more information please contact the Central Registrar.

**Complete immunization record SHOULD be submitted upon registration
 Student (s) may not be able to begin school if IMMUNIZATION is NOT COMPLETE/Up-to-date.**

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PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING

The questions asked in the following pages will enable district personnel to determine your child's eligibility to attend school in Lumberton, in accordance with New Jersey law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 8A:22 require that a free public education will be provided to students 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 guardian whose permanent home is located within the district. A home is permanent when the 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 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 guardian cannot support the child due to family or economic hardship.
- Living with a person domiciled in the district, other than the guardian, where the 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 guardian who is temporarily residing in the district.
- The child of a 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. 18:38-2.
- The child of a 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: 36-25.1.
- 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 conditioning 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 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.
- 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. Failure to provide this documentation will result in notification to Lumberton Township Police Department.

Please be advised that, although students will be accepted for enrollment on a preliminary basis, defects on the enrollment application must be corrected within thirty (30) days; otherwise, the guardian will be notified that, unless an appeal is filed, the student will be removed from school. If that occurs, the guardian will be provided with information on how to appeal the removal to the Commissioner of Education.

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, if applicable.

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- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy, or residency.
- Voter registrations, 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 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 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 government 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 ability 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 with the reasons for the district’s decision and instructions on how to appeal.

State law allows school districts to admit non-resident students, thorough policies adopted at board discretion, on a tuition basis. If a student is not eligible to attend school in this district free of charge, he or she may enroll on a tuition basis. Refer to Board policy 5111: Eligibility of Resident/Non-Resident Pupils for further information <https://go.boarddocs.com/nj/lts/Board.nsf/Public>.

<i>For information regarding registration, eligibility, or residency contact</i>
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