

MONTCLAIR PUBLIC SCHOOLS REGISTRATION REQUIREMENTS

Please register online at: www.montclair.k12.nj.us and click Registration Information.

Please bring the documents listed below to complete the registration process:

Proof of Age: The original birth certificate or passport must be presented at the time of registration. A child registering for the Kindergarten program must be at least five years old by October 1.

Current immunization records and a physical are **required** when registering your child for school.

Parent/Guardian Proof of Identity (verification you are the person listed on the student's identification paperwork AND the residency documents submitted. Please submit one of the following:

- Photo driver's license
- Passport
- State or Municipal ID
- Non-Driver ID
- Work ID
- Any other photo ID with your name

Proof of Residence: *

All persons coming to register children must bring **four** proofs of residency. Verification of a child's residency requires the presentation of **one** of the following documents with a Montclair address:

1. ***Homeowner*** - Montclair property tax bill.
2. ***Tenant*** – A **current** lease; if residing as a tenant without a lease, a signed notarized Sworn Statement of Tenancy (Affidavit) completed by the landlord.
3. ***Child is Domiciled with Montclair Resident Other than Parent***- Affidavit Form A executed by Montclair resident and Affidavit Form B executed by parent or guardian.
4. ***Child and Parent Living with Montclair Resident*** - Signed, notarized Sworn Statement of Residency (Affidavit) completed by the Montclair resident and parent or guardian.
5. ***Child Placed in Montclair by Court*** - Court order placing child in home of Montclair resident.
6. ***Child Placed in Montclair by Child Welfare Agency*** - Document of child welfare agency ordering that child be placed in home of Montclair resident.

In addition, any **three** of the following documents containing a Montclair address must be presented:

1. Driver's license **plus** registration, **plus** auto insurance card;
2. Current utility bill;
3. Current cable television bill;
4. Current credit card bill;
5. Written statement from realtor stating parent/guardian has signed a contract to purchase or rent in Montclair;
6. Mortgage statement;
7. Official mail (bank statement, government correspondence, Internal Revenue, Division of Taxation, Social Security Administration);
8. Public assistance documents A.F.D.C. (Aid For Dependent Children) and W.I.C. (Women, Infants and Children);
9. Income tax return;
10. Voter registration card/records;
11. Unemployment benefit verification;
12. Recent paycheck/stub;
13. Documents to support Affidavit Forms A and B.

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- * McKinney Vento Homeless Assistance Act of 2001. If you lack a fixed, regular and adequate night time residence, please notify the registrar.

Transfer Students

Students transferring from schools outside of Montclair must provide a copy of:

- Most recent report card
- Most recent standardized test results
- Unofficial transcript – **high school only**
- Copy of transfer card if coming from a NJ Public School or Charter School

If your child receives special education services, please bring a copy of the most recent documents (e.g. IEP (Individual Education Plan), 504 Plan, ELL/ESL