

ADMISSION:
CERTIFICATION OF RESIDENCY

In order to register children in the Holmdel Township Public Schools and to certify that the children are legally entitled to a free and public education in Holmdel in accordance with state law and district policy, the following procedure will be strictly followed:

1. Each child will be registered by a parent or guardian in the school he/she will be attending:
 - Village School - Kindergarten through third grade
 - Indian Hill School - Fourth through sixth grade
 - William R. Satz School – Seventh and eighth grades
 - Holmdel High School - Ninth through twelfth grades
2. If the parent or guardian is a Holmdel resident, the original copy of proof of residency must be provided:
 - a. Deed for home or lease/rental agreement and/or notarized letter stating that the parent/guardian and child (children) are living at the designated address; and
 - b. Supporting documentation (two of the following items):
 - Two recent utility bills
 - Voter's registration
 - Recent tax bill
 - Homeowner's insurance certificate
 - Current driver's license
 - Other appropriate proof (i.e., certificate of occupancy, major credit card bill which shows home address); and
3. If the parent/guardian is not yet a Holmdel resident, the following items must be provided:
 - a. Copy of contract with closing date or copy of lease agreement with starting date; and
 - b. Receipt from Holmdel's School Business Administrator for tuition payment.



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5. If the child and his/her family are living with a Holmdel resident:
 - a. Signed and notarized affidavit with three parts completed; and
 - b. Proof of residency of Holmdel resident (as per #2); and
 - c. Notarized statement as to the length of the residency.
6. For children entering kindergarten and first grade, the following items must be provided:
 - a. Birth certificate, passport or other official documentation noting date of birth;
 - b. Registration form; and
 - c. Immunization records, as required by state law and Board policy, proof of recent physical examination, Health Appraisal Questionnaire for appropriate grade level, record of tuberculin test (Mantoux Test results or signed form requesting test).
7. For all new students:
 - a. Birth certificate, passport or other official documentation noting date of birth may be required;
 - b. Registration form;
 - c. Immunization records, proof of physical examination, Health Appraisal Questionnaire for appropriate grade level, record of tuberculin test (Mantoux Test results or signed form requesting test);
 - d. Transfer card and/or appropriate materials from previous school and completion of form to request records from previous school. (Previous report card, test results and other records assist school personnel in placing incoming students into classes);
 - e. Completion of "Language/Dialect" form for children having a language other than English in their backgrounds;
 - f. Completion of form for Bus Transportation; and
 - g. (For High School) Take State Mandated Test if no previous GEPA (Grade Eight Proficiency Assessment) or HSPA (High School Proficiency Assessment) results are available.

At the time of enrollment, a Holmdel Township Public Schools *Registration Checklist* will be completed by the person authorized to do so then reviewed and signed by the building principal. The *Registration Checklist* and supporting documentation will be maintained in the pupil's permanent record folder throughout his/her enrollment in the district.

Date: January 31, 2007

