

HOLMDEL TOWNSHIP BOARD OF EDUCATION  
Holmdel, New Jersey 07733

File Code: 5111

EXHIBIT



## HOLMDEL TOWNSHIP PUBLIC SCHOOLS REGISTRATION CHECKLIST

Child's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Description of Documentation	Documents Provided
1. If you are a Holmdel resident, provide proof of residency:  a. Copy of the deed for home or lease/rental agreement and/or notarized letter stating that you and your family are living at the designated address; <i>and</i>	
b. Copy of 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)	
2. If you are not yet a Holmdel resident, provide:  a. Copy of contract with closing date or copy of lease agreement with starting date; <i>and</i>	
b. Original receipt from Holmdel's School Business Administrator for tuition payment.	
3. If the child is living with a Holmdel resident, provide:  a. Original signed and notarized affidavit which has had all three parts completed (reflecting that resident has taken full financial responsibility for the child); <i>and</i>	
b. Copy of proof of residency of Holmdel resident (as per #1).	
4. If the child and his/her family are living with a Holmdel resident:  a. Copy of proof of residency of Holmdel resident (as per #1); <i>and</i>	
b. Original notarized statement as to the length of the temporary residency.	



---

**REGISTRATION CHECKLIST**

File Code: 5111

Description of Documentation	Documents Provided
5. For children entering kindergarten and first grade, provide: a. Copy of birth certificate, passport or other official documentation noting date of birth;	
b. Original registration form; <i>and</i>	
c. Original 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).	
6. For all new students: a. Copy of birth certificate, passport or other official documentation noting date of birth;	
b. Original registration form;	
c. Original immunization records, proof of physical examination, State of New Jersey Health History and Appraisal card or copy of record if student is coming from a school in NJ; Health Appraisal Questionnaire for appropriate grade level, record of tuberculin test (Mantoux Test results or signed form requesting test);	
d. Original transfer card and/or appropriate materials from previous school <i>and</i> completion of form to request records from previous school. (Previous report card, test results and other records to assist school personnel in placing incoming students into classes.);	
e. State of New Jersey Health History and Appraisal card;	
f. Original completion of "Language/Dialect" form for children having a language other than English in their backgrounds;	
g. Original completion of form for Bus Transportation;	
h. (For High School) Take State Mandated Test if no previous GEPA or HSPA results are available.	

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Registered by \_\_\_\_\_

Date \_\_\_\_\_

***I am attesting to the fact that all documentation checked above has been provided:***

Signature of Principal \_\_\_\_\_

Date \_\_\_\_\_

Date: February 11, 1998

Revised Date: January 31, 2007

