



## HOLMDEL TOWNSHIP PUBLIC SCHOOLS REGISTRATION PROCESS

*Welcome to the Holmdel Township Public Schools!*

*In order to facilitate your child's entry into the school district, here is the process which will be followed. Please bring the originals of these documents with you at the time of registration and a copy of each will be made for district records.*

1. Register each child 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 you are a Holmdel resident, provide proof of residency:
  - a. Deed for home or lease/rental agreement and/or notarized letter stating that you and your family 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 you are not yet a Holmdel resident, provide:
  - 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.
4. If the child is living with a Holmdel resident, provide:
  - a. Signed and notarized affidavit which has had all three parts completed (reflecting that resident has taken full financial responsibility for the child); and
  - b. Proof of residency of Holmdel resident (as per #2).



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5. If the child and his/her family are living with a Holmdel resident:
  - a. Proof of residency of Holmdel resident (as per #2); and
  - b. Notarized statement as to the length of the residency.
  
6. For children entering kindergarten and first grade, provide:
  - 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;
  - 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. State of New Jersey Health History and Appraisal card or copy of this record if student is coming from a school in New Jersey;
  - f. Completion of "Language/Dialect" form for children having a language other than English in their backgrounds;
  - g. Completion of form for Bus Transportation; and
  - h. (For High School) Take State Mandated Test if no previous GEPA or HSPA results are available.

Thank you for your cooperation.

**Date:** February 11, 1998

**Revised:** January 31, 2007