

CRANFORD PUBLIC SCHOOLS

REGISTRATION FORM

PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING

The questions asked in the following pages will enable us to determine your student's eligibility to attend school in this Public School District in accordance with New Jersey Law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C 6A:22 require that a free public education be provided to students between the ages of 5 and 20, and 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 parent or guardian whose permanent home is located within the district. A home is permanent when the parent or 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 parent or 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 parent cannot support the child due to family or economic hardship.
- § Living with a person domiciled in the district, other than the parent or guardian, where the parent/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 parent or guardian who is temporarily residing in the district.
- § The child of a parent or 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. 18A:38-2*.
- § The child of a parent or 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:38-3(b)*.
- § 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 condition 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 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*.
- § 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.

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 at the appropriate section of the registration form.

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- § Property tax bills, deeds, contract of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency.
- § Voter registrations, licenses, 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 of 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 parent, legal guardian, person keeping an Aaffidavit student(s), 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 governmental 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 inability 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 note: 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 the reasons for our decision and instructions on how to appeal.

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II. PARENT/GUARDIAN INFORMATION

PERSON ENROLLING STUDENT: _____

RELATIONSHIP TO STUDENT: _____

NATIVE LANGUAGE OF PARENT/GUARDIAN/PERSON ENROLLING STUDENT: _____

(If English is not the native language, please check here _____ if English is spoken and understood by the parent/guardian/person enrolling student.)

ETHNIC GROUP: (optional)

White _____ Black _____ Hispanic _____ Asian _____ Native American _____

PARENT(MOTHER)/GUARDIAN'S NAME: _____

PARENT (MOTHER)/GUARDIAN'S PHYSICAL ADDRESS: _____

PARENT (MOTHER)/GUARDIAN'S MAILING ADDRESS (IF DIFFERENT) _____

PARENT (MOTHER)/GUARDIAN'S OCCUPATION: _____

PARENT (MOTHER)/GUARDIAN'S EMPLOYER'S NAME AND ADDRESS: _____

PARENT (MOTHER)/GUARDIAN'S HOME TELEPHONE (INCLUDING AREA CODE):

PARENT (MOTHER)/GUARDIAN'S BUSINESS TELEPHONE (INCLUDING AREA CODE):

PARENT (MOTHER)/GUARDIAN'S OTHER TELEPHONE OR FAX (IF ANY):

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PARENT (FATHER)/GUARDIAN'S NAME: _____

PARENT (FATHER)/GUARDIAN'S PHYSICAL ADDRESS: _____

PARENT (FATHER)/GUARDIAN'S MAILING ADDRESS (IF DIFFERENT): _____

PARENT (FATHER)/GUARDIAN'S OCCUPATION: _____

PARENT (FATHER)/GUARDIAN'S EMPLOYER'S NAME AND ADDRESS: _____

PARENT (FATHER)/GUARDIAN'S HOME TELEPHONE (INCLUDE AREA CODE):

PARENT (FATHER)/GUARDIAN'S BUSINESS TELEPHONE (INCLUDING AREA CODE):

PARENT (FATHER)/GUARDIAN'S OTHER TELEPHONE OR FAX (IF ANY):

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AFFIDAVIT OF RESIDENCY

Date: _____

(Name of Resident Parent)

(Legal Address)

hereby make affidavit for my son/daughter _____
to attend the Cranford Public Schools.

I, _____, make this Affidavit that I am
a legal resident of Cranford, New Jersey, in accordance with N.J.S.A. 18A:38-1
and the Rules and Regulations of the Commissioner of Education.

I, reside at _____, in the Township of
Cranford, County of Union. My home telephone number is
_____.

I understand that I am responsible for the tuition in the amount which is
determined annually by the Cranford Board of Education should the conditions
set forth in N.J.S.A. 18A:38-1 be determined to have been violated.

**I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I
UNDERSTAND THAT IF ANY OF THE FOREGOING STATEMENTS ARE WILLFULLY FALSE, I
AM SUBJECT TO PUNISHMENT AND/OR REPAYMENT OF TUITION.**

(Signature of Resident Parent)

Sworn and subscribed before me this

_____ day of _____, 20__

Notary Public

Revised 11/2003

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To the Person Enrolling the Student: Please complete the appropriate section A, B, C, or D below, according to the situation best matching the student’s circumstances:

Complete SECTION A (DOMICILE) if the student is living with a parent or guardian whose permanent home is the address given on page 1 of this application and is located in the district.

Or

Complete SECTION B (AFFIDAVITS STUDENT) if the student is living with a person domiciled in the district, other than the parent or guardian.

Or

Complete SECTION C (TEMPORARY RESIDENT) if the student is living with a parent or guardian temporarily residing within the district.

Or

Complete SECTION D (SPECIAL CIRCUMSTANCES) if the student’s situation is not addressed by Section A, B or C or if any of the circumstances in Section D apply.

SECTION A (DOMICILE): Complete this section if the student is living with a parent or guardian whose permanent home is the address given on page 1 of this application and is located in the district. If you are the student’s guardian, you will be asked to provide official papers proving guardianship. You will not be asked to produce Affidavit students proofs of the type requested in Section B below.

How long have you lived in this home? _____

Do you have any present intention of moving from this home? If so, when and to where? _____

Do you have residences elsewhere, and, if so, where are they and when do you live there? _____

Please list three forms of proof (see attached list on cover letter) you will provide to demonstrate that the address given on page 1 of this application is your permanent home.

1. _____

2. _____

3. _____

Plus the complete affidavit of residency (must be notarized)

(Continued on Next Page)

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SECTION A (DOMICILE) CONTINUED:

If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) _____

Does the student reside with one parent the entire year? If so, with which parent and at what address? _____

If not, for what portion of time does the student reside with each parent and at what addresses? _____

If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last day of school prior to October 16 preceding the date of this application? _____

Please note: No district is required, as a result of being the district of domicile for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent domiciled within the district to the extent required by law.

If you are claiming to be an emancipated student, are you living independently in your own permanent home in the district? If yes, please describe the proofs you will provide, in addition to those demonstrating domicile, to demonstrate that you are not in the care and custody of a parent or legal guardian. _____

Please note: Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.

END OF SECTION A

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SECTION B (AFFIDAVIT STUDENT): *Complete this section if the student is living with a person domiciled in the district, other than the parent or guardian.*

Is the person domiciled in the district, supporting the student without remuneration as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain. (You will be asked to file a sworn statement, along with a copy of the person's lease, if a tenant, or a sworn landlord's statement, if a landlord without a written lease.)_____

Students are not eligible to attend school as Affidavits students unless the student's parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purposes of receiving a public education there. Please explain the circumstances applicable in this case, with special attention to the parent/guardian's family and/or economic hardship. (The parent/guardian will be required to file a sworn statement with documentation to support claims made.)_____

END OF SECTION B

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SECTION C (TEMPORARY RESIDENT): Complete this section if *the student is living with a parent or guardian temporarily residing within the district, even if the parent has a domicile elsewhere.*

How long have you lived in this residence? _____

Do you have a domicile or residences(s) elsewhere, and, if so, where are they and when do you live there?

Please list four forms of proof (see attached list) you will provide to demonstrate that you are residing at the address given on page 1 of this application, and that such residence is not solely for the purpose of the student attending school in the district.

1. _____

2. _____

3. _____

4. _____

Please note: Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.

If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) _____

Does the student reside with one parent for the entire year? If so, with which parent and at what address?

If not, for what portion of time does the student reside with each parent and at what addresses? _____

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SECTION C (TEMPORARY RESIDENT) CONTINUED:

If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application? _____

Please note: No district is required, as a result of being the district of temporary residence for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent residing within the district to the extent required by law.

END OF SECTION C

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SECTION D (SPECIAL CIRCUMSTANCES): *Please indicate if any of the following apply:*

_____ The student is a child of a parent or guardian who has moved to another district as the result of being homeless.

_____ The student has been placed in the home of a district resident other than the parent or guardian by court order. (You will be required to provide a copy of the order.)

_____ The student has been placed in the district by the Division of Youth and Family Services acting as the student's legal guardian.

_____ The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States reserves ordered to active service in time of war or national emergency.

_____ The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. If this applies, when is the parent or guardian expected to return from active military duty? _____

_____ The student resides on federal property? Where? _____

_____ The student's circumstances do not appear to be addressed anywhere in this application. I understand I will be contacted by School Administration for further information.

END OF SECTION D

I CERTIFY THAT ALL THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT AND TUITION MAY BE APPLIED.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Enrollment Information Verified by _____

Date _____

Residency Information Verified and Copied by _____

Date _____

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5. I (We) fully understand and agree that if any of the above statements are false or fraudulent and/or if the above named student and his/her parent(s)/guardian(s) are not living with me, I am (we are) personally liable to the Cranford Board of Education for the payment of any tuition for the school year attended by the student at the current rate.

The undersigned hereby swears to the truth, accuracy and completeness of the above statements with the knowledge that the Cranford School District will rely upon same and that I (We) may be subject to criminal and/ or civil punishment if they are willfully false.

(Signature of Affiant)

(Signature of Affiant)

Sworn To and Subscribed
Before Me This _____ Day
of _____, 200____

Notary Public of the
State of New Jersey

CRANFORD PUBLIC SCHOOLS

Cranford, New Jersey

**AFFIDAVIT OF THE CRANFORD RESIDENT
OF SUPPORT OF A CHILD WHOSE PARENT(S) ARE NON-RESIDENTS
[To be completed in conjunction with Section B of the Registration Form]**

STATE OF NEW JERSEY :
:SS.
COUNTY OF _____ :

Note: If resident is married, affidavit must be signed by both husband and wife.

_____ and _____
of full age and being duly sworn according to law, upon his/her (their) oath, depose(s) and say(s):

1. My (Our) present domicile is:

2. (We) hereby affirm that this domicile is located within the Township of Cranford, County of Union, State of New Jersey. I (We) agree that I (we) will provide documentation so requested by the Cranford School District to prove my (our) established domicile in Cranford, New Jersey.

3. _____ is presently domiciled at my (our) home (apartment) and is currently being supported by me (us) gratis as if he/she were my (our) own child. This support includes food, clothing, recreation, medical expenses, lodging, and all other costs and expenses in connection with the support, maintenance and education of a child.

4. I (We) hereby state that I (we) are receiving no contributions or payments, either in money or in kind, from the natural parent(s) of said child.

5. I (We) aver that I am (we are) permitting this child to be domiciled with me (us) not solely to permit the child to attend school. I (We) further aver that the child will remain with me (us) not merely for the school term, but for the foreseeable future.

6. I (We) agree to assume all personal obligations and liabilities for the aforementioned child with respect to school requirements. This includes but is not limited to attendance at school necessitated by any potential discipline problems, potential liability for any damage which might be done by the student, etc.

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7. I (We) have read the “Affidavit of The Non-Resident Parents of Non-Support of Their Child Who is Living with a Cranford Resident” by _____ and hereby affirm that the statements contained therein are absolutely true in all respects to the best of my (our) knowledge.

8. I (We) agree that I (we) will provide additional documentation that directly pertains to the support or nonsupport of the aforementioned child requested by the Cranford Board of Education.

9. I (We) understand that the Cranford School District will rely upon the statements contained herein to permit the aforementioned child to attend school at the Cranford Public Schools.

10. I (We) certify that the statements contained in this Affidavit are true, accurate, and complete. I am (We are) aware that if any of the foregoing statements are willfully false, I (we) may be liable for criminal and/or civil penalties.

Signature of Affiant

Signature of Affiant

Sworn To and Subscribed
Before Me This ____ Day
of _____, 200__.

Notary Public of the
State of New Jersey

CRANFORD PUBLIC SCHOOLS

Cranford, New Jersey

**AFFIDAVIT OF THE NON-RESIDENT PARENTS
OF NON-SUPPORT OF THEIR CHILD WHO IS LIVING WITH
A CRANFORD RESIDENT**

[To be completed in conjunction with Section B of the Registration Form]

STATE OF NEW JERSEY :
:SS.
COUNTY OF _____ :

_____ and _____
of full age and being duly sworn according to law, upon his/her (their) oath, depose(s) and say(s):

1. Complete one of the following:
 - a. We are the parents of the child named _____.
 - b. I am the only living parent of the child named _____.
The child's other parent _____ died on or about _____.
 - c. I am the parent of the child named _____. I am separated/divorced (circle one) and I have legal custody of the said child.

2. I (We) currently reside at:

3. I (We) have carefully read the foregoing "Affidavit Of The Cranford Resident Of Support Of A Child Whose Parents Are Non-Residents" and the Registration Form completed by _____, and the answers, statements and declarations and hereby affirm that the statements contained therein are absolutely true in all respects to the best of my (our) knowledge.

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4. I (We) hereby aver that I (we) are not supporting the child named above, and will make no contributions or payments, either in money or in kind, for food, clothing, recreation, medical expenses, lodging or other costs and expenses in connection with the support, maintenance, and education of the aforementioned child.

5. I (We) hereby state that the aforementioned child will not be claimed as a dependent on my (our) federal or state income tax return(s).

6. I (We) swear that the aforementioned child is not residing with _____, a resident of Cranford, solely for the purpose of receiving a free education within the Cranford School District.

7. I (We) aver that I am (we are) incapable of supporting or providing care for the aforementioned child due to family or economic hardship. The documentation attesting to my (our) inability to support or care for this child is attached hereto.

8. I (We) agree that I (we) will provide additional documentation that directly pertains to the support or nonsupport of the aforementioned child requested by the Cranford Board of Education.

9. I (We) understand that the Cranford School District will rely upon the statements contained herein to permit the aforementioned child to attend school in its District.

10. I (We) certify that the statements contained in this Affidavit are true, accurate and complete. I am (We are) aware that if any of the foregoing statements are willfully false, I (we) may be liable for criminal and/or civil penalties.

(Parent/Legal Guardian)

(Parent/Legal Guardian)

Sworn To and Subscribed
Before Me This ____ Day
of _____, 200__.

Notary Public of the
State of New Jersey

CRANFORD PUBLIC SCHOOLS

The undersigned hereby swears to the truth, accuracy and completeness of the above statements with the knowledge that the Cranford School District will rely upon same and that I may be subject to criminal and/ or civil punishment if they are willfully false.

The undersigned landlord will notify the Office of the Superintendent (908-909-6202) within two weeks of termination of lease.

(Signature of Affiant)

Sworn To and Subscribed
Before Me This ____ Day
of _____, 200__.

Notary Public of the
State of New Jersey