



Cranford Public School District

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Dr. Scott Rubín
Superintendent of Schools

January, 2019

Dear Parent/Guardian:

Central registration for kindergarten, first grade, READY, and students who will be new to the district for the 2019-2020 school year will be **done on-line followed by an in-person appointment at Lincoln School** (playground entrance) between the hours of 8:15 a.m. - 3:30 p.m. Tuesday, February 19 through Friday, February 22 with limited appointments available on Saturday, February 23, 2019.

Please read and carefully follow the instructions below:

1. Go to <https://www.signupgenius.com/go/409044ea9ad23aaf94-20192020> to schedule an appointment for registration.
2. Please select the date and time that you would like to come to register your child and **press submit**.
3. Once you have submitted the information, you will receive an email confirming your appointment and a link to **InfoSnap**.
4. Enter all of your information on the **InfoSnap** site. Please make sure you print out your "Affidavit of Residency" and "Medical Enrollment Form and Medical History Form" before closing the program.
5. **All information must be entered on InfoSnap before you come for your scheduled appointment.**

Please bring the following to your scheduled appointment:

- Original certificate of birth (Please bring original; we have to make a copy of it)
- If you are a single parent, please bring documentation with you that shows you as the custodial parent.
- Affidavit of Residency (**Please download and have notarized prior to your appointment**)
- Mortgage commitment, deed, property tax bill or lease agreement (If you are residing with a Cranford resident, the homeowner must attend the meeting with you)
- Utility Bill (electric, water or gas) - Phone bills will not be accepted
- Medical Enrollment Form and Medical History Form (**Please download**)*
- Driver's license or state issued ID (optional)

In accordance with N.J.A.C. 6A:22-3.4, the District may accept other forms of documentation not listed above and shall not exclude any documentation or information presented to enroll the child. Enrollment decisions shall be based on the totality of information and documentation offered to enroll the child, and the failure to provide a particular document or subset of documents will not be a reason to deny enrollment.

*The **Medical Enrollment Form** must be completed by your child's physician and submitted either at your appointment time or to your school's nurse no later than the start of the school year.

Toward the end of this school year, you will be contacted by your student's principal about orientations or other programming that will help acquaint your child with the school building, routines and other important information.

Thank you for your cooperation. We look forward to welcoming your child to our schools.

Sincerely,

Dr. Scott Rubín
Superintendent of Schools