

**ADMISSION OF STUDENTS – ADMINISTRATIVE REGULATIONS**

Pupils whose chronological age qualifies them for admission to the schools of the Long Hill Township School District or to any other district or educational facility to which the district maintains a financial liability or a financial obligation, shall be accepted, consistent with the policy of the Long Hill Township Board of Education (BOE), upon the submission to the school principal or school secretary, such documentation and proofs are required in this regulation.

A. Pupil Documents required

1. Original birth certificate from which the District shall make a photocopy for its permanent records
2. Transfer card, if transferring from another school district
3. Physician's certificate attesting that the pupil has had a physical examination, by the family physician within the last school year and the results provided on the form provided by the district.
4. Medical records certifying immunization per state requirements on the form provided by the district
5. Proof of dependency must be provided of the pupil to the parents/guardians must be provided by any one of the following:
  - a. Birth certificate bearing surname of one of the parents/guardians
  - b. Copy of a court decree awarding custody of the pupil to the parent(s)/guardian(s)
  - c. Letter from a department of State or Federal government
  - d. A copy of the most recent New Jersey or United States Federal income tax return indicating the name of the dependent pupil and the names of the adult(s) claiming the pupil as a dependent
  - e. If the adult is not a parent or legal guardian, then a properly executed affidavit of residency.

B. Admission of Pupils Without Medical and/or Transfer Papers

1. No principal shall knowingly admit any pupil who has not submitted acceptable evidence of immunization according to the minimum immunization requirements for school attendance in New Jersey as published by the New Jersey State Departments of Health and Education and the local Board of Health.
2. A pupil may be admitted on a provisional basis if a physician or health department can document that at least one dose of each of the required vaccine(s) or antigen(s) which are age appropriate have been administered and that the pupil is in the process of receiving the remaining immunizations.

3. When a pupil transfers to the Long Hill Township School District from another school district, the Long Hill Township School District must receive the pupil's records from the district from which the pupil has transferred within fourteen (14) days of enrollment. The pupil's parents or guardians must fully cooperate with both school districts in order to ensure that the record exchange can occur within this statutory time frame.

**C. Proof of Domicile of Parents/Legal Guardians and Pupils**

Proofs of domicile for parents or legal guardians as well as the pupils enrolled must be provided at the time of registration. The BOE reserves the right to verify such proofs at any time during the period for which enrollment is pending or after enrollment has actually taken place.

Parents/guardians of newly registered pupils may be asked to provide at least three of the following proofs to establish residency in the district:

1. An original property deed or mortgage statement on the property, which must reflect the address as claimed for domicile and the names of the parents/guardians;
2. A copy of an executed lease which must reflect the address as claimed for domicile and the names of the parents/guardians. If a lease, the document additionally must set forth the number of occupants. If the domicile is being rented without a lease, then a notarized statement from the landlord indicating the name of the adult parties and the names of the dependent pupils to whom the domicile is rented and the anticipated period of time for which the premises are being rented to that adult party of the dependent pupils;
3. A copy of a valid home owner's or tenant's insurance policy, or a binder for same, which must reflect the address as claimed for domicile and the names of the parents/guardians having custody of the pupil;
4. A valid New Jersey driver's license or valid New Jersey motor vehicle registration which must reflect the address as claimed for domicile and the name of one of the parents/guardians having custody of the pupil;
5. A copy of the most recent valid New Jersey State income tax return or copy of the most recent valid United States Federal Income Tax Return., which must reflect the address as claimed for domicile;
6. A valid New Jersey voter registration card which must reflect the address as claimed for domicile and the name of one of the parents/guardians having custody of the pupil;
7. A "Certificate of Occupancy" for the domicile claimed which must reflect the address as claimed for domicile and the name of one of the parents/guardians having custody of the pupil.
8. A recent credit card statement, utility bill or vehicle insurance card which must reflect the name of the parent/guardian and the address claimed for domicile.

SPECIFICALLY NOT ACCEPTABLE AS RESIDENCY PROOFS:

- Alien registration identification
- Photocopies of any required documents. Originals must be submitted from which photocopies will be made by the district
- Non-governmental birth certificates
- Word of mouth verification
- Original documents which have been altered
- Post office box numbers rather than actual street address

D. Board's Reservation of Rights

The BOE reserves the right to require and verify any combination or all of the applicable above proofs during the period for which the pupil is in the financial liability or obligation of the District.

E. Development of Forms and Affidavits

The BOE authorizes the CSA to develop any necessary forms or affidavits as may be required to implement this regulation and the intent of Policy #5111.

**First Reading: March 14, 2011**

**Second Reading: March 28, 2011**