

Englewood Public Schools

Documents Necessary for Registration



Parents/Guardians, please complete the pre-registration process by visiting our district's website at www.epsd.org ---select the parents/community tab ---select school registration---follow the pre-registration link

Please be advised that all REQUIRED items listed below MUST BE SUBMITTED to completely process your registration.

***Proof of Age: Please provide one from the list below (REQUIRED)**

- Birth certificate (*original with official seal preferred*)
- Passport/Visa, Alien card or family register.
- Divorce/ Custody Papers
- DYFS Forms (Custody or guardianship papers from the Surrogate Court at the Bergen Courthouse must be presented when a student is not living with the parent.)

Previous Academic History (if applicable)

- Transfer card
- Last official report card showing student's grades and grade level.
- Transcripts (if applicable).

Proof of Identification for parent(s) or guardian(s) –REQUIRED

- License, Passport or ID

***One (primary) Proof of Residence: Please provide one from the list below - REQUIRED**

- Official current lease - If you do not have a lease or deed in YOUR NAME and are living with someone in an apartment, you must complete the Affidavit of domicile and have it notarized.
- Property tax bill, Deed, mortgage, contract of sale, or stock certificate
- Voter Registration
- License or driving permits
- financial account information
- Telephone number of landlord or management office

***Two (2) supporting (current) proofs of residency are needed. Examples are: (REQUIRED)**

- Any utility bill (Most recent PSE&G, water, cable bill addressed to the legal guardian or host of the registrant)
- Credit card bill (most recent bill addressed to the legal guardian or host of the registrant)
- Home or cell phone bill (with address listed on the first page)
- Most recent pay stub.
- Car/Insurance bill
- Cancelled Checks
- Social Worker Assessments
- Employment documents
- Military Status Documents
- Documents issued by government entity
- Insurance card

*****If you are residing with another family, the host must complete an Affidavit of Host and the registrant must complete an Affidavit of Residency. If you rent but you do not have access to a lease, the landlord or family member must complete and notarize an Affidavit of Landlord and the registrant must complete an Affidavit of Residency.***

Physical Examination

A universal health form must be completed by the child's primary care physician. This must be signed and dated by the physician. *NJ State law prohibits any student to enter school without proof of immunization.*

Students entering from a country outside of the United States must provide proof of the Mantoux tuberculin test given within 6 months prior to entering the United States or test must be given prior to entering school. If test is positive, a report of the x-ray results **must** be provided.

Students registering for Pre-Kindergarten must be 4 years old by October 1st of that school year.

Students registering for Kindergarten must be 5 years old by October 1st of that school year.

Office of Registration is located at

Dwight Morrow High School

274 Knickerbocker Rd

Englewood New Jersey 07631

201-862-6212 or 201-862-6225

Office of the Registrar will open Monday – Friday (please call for an appointment)

8:00 am -4:00 pm

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