



Eastern Regional High School

1401 Laurel Oak Road • Box 2500 • Voorhees, NJ 08043-4328

(856) 784-4441 ext. 1203, 1145, 1146 FAX (856) 627-8407

www.eccrsd.us

ENROLLMENT PROCEDURES: 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 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, who are:*

- Domiciled in the district, i.e., the child of a parent or guardian, or an adult student, whose permanent home is located within the district. A home is permanent when the parent, guardian or adult student 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, resulting in relocation of the student, 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 "guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district subject to a rebuttable presumption that the child is actually living with such custodian; it also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e). Also note that a student is entitled to attend school in the district of domicile notwithstanding that the student is qualified to attend school in a different district as an "affidavit" student or temporary resident.

*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 in the appropriate section of the registration form.

- Property tax bills, deeds, contracts 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, guardian, person keeping an "affidavit student," 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/information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa
- Documentation/information relating to compliance with local housing ordinances or conditions of tenancy
- Social security numbers

Please be aware that 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. State law allows school districts to admit nonresident students, through policies adopted at Board discretion, on a tuition basis. If your student is not eligible to attend school in this district free of charge, he or she may enroll on a tuition basis. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal.

If you have any questions, please contact Mrs. Kendall in the Guidance Office at ckendall@eccrsd.us or 856-784-4441 x1146.



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RESIDENCY PACKET

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 the child of a parent or guardian, or an adult student, whose permanent home is the address given on the New Registration Form or is already on file (for current students) and is located in the district. A "permanent home" is defined as a domicile to which the parent/guardian has a personal attachment such as in the case of owning an in-district residence, renting an in-district residence, or living in an in-district domicile that is owned/rented by a non-guardian but is not a temporary living arrangement.

Complete **SECTION B ("AFFIDAVIT" STUDENT)** if the student is living with a person domiciled in the district, other than the parent or guardian and where the parent/guardian is NOT living with the student.

Complete **SECTION C (TEMPORARY RESIDENT)** if the student is living with a parent or guardian temporarily residing within the district but have no immediate intentions of making the temporary residence a permanent living arrangement. If the temporary residence is due to being displaced from the student's previous domicile, please complete Section D.

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.

If you still do not feel any of the above section options apply to your residency situation, or if you have any questions about the residency policy and procedure, please feel free to contact the Eastern Regional Guidance

Office at 856-784-4441 x1146 or email ckendall@eccrsd.us



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Proof of Residency: Section A Form (Domicile)

Complete this section if **the student is the child of a parent or guardian, or an adult student, whose permanent home is the address given below and is located in the district.**

Parent/Guardian Name: _____ Student Name: _____

Current Mailing Address: _____

Please select your current residency situation:

OWN LEASE* Live in domicile owned/rented by a non-guardian of student (Complete Affidavit)

When did you begin living in this residence? _____

**If leasing, is there a written lease agreement?* YES NO (Complete Affidavit)

Do you have any present intention of moving from this home?

NO YES: When? _____ To Where? _____

Do you have residence(s) elsewhere? NO YES: Where? _____

PARENT/GUARDIAN please provide FOUR documents to support in-district residency pursuant to N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22-3.4*

Primary Documentation: 1. _____

Supplementary Documentation: 2. _____

3. _____

4. _____

Does the student alternate between two domiciles? NO YES (Please answer the questions below)

IF SAID "YES" TO ABOVE QUESTION:

Are both domiciles in the district? YES NO (See Note (A) on Residency Documentation List)

Is there a court order or written agreement between the parents designating the district for school attendance?

NO

YES: Where does it require the student to attend school or what does it specify if there is shared custody?

(You will be asked to provide a copy of this document): _____

**See Proof of Residency Documentation List*



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Proof of Residency: Section B Form (Caring for Minor)

Complete this section if **the student is living with a person who is not a parent/legal guardian but is acting as primary caregiver and is domiciled in the district.**

Acting Caregiver Name: _____ Student Name: _____

Current Address for Student: _____ _____ _____	Please select the Caregiver's residency situation: <input type="checkbox"/> OWN* <input type="checkbox"/> LEASE* <input type="checkbox"/> Live in domicile owned/rented by another non-guardian of student (<i>Complete Affidavit</i>) <input type="checkbox"/> Temporarily Displaced from District (COMPLETE SECTION D)
When did you, the Caregiver, begin living in this residence? _____ When did the student begin living with you? _____	What was the student's previous address? _____ _____ _____

Are you supporting the student without remuneration as if the student were your 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? Indicate Yes or No and please explain: _____

(You will be asked to file a sworn statement, along with a copy of the lease if the student is listed as a tenant, or a sworn landlord's statement if the student is not listed on the written lease.)

Students are not eligible to attend school as "affidavit" 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 the claims made.)* _____

Please note: A student will not be considered ineligible because required sworn statements(s) cannot be obtained, so long as evidence is presented that the underlying requirements of the law are being met.

A student will not be considered ineligible when evidence is presented that the student has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the student.

A student will not be considered ineligible solely because a parent or guardian provides gifts or limited contributions, financial or otherwise, toward the welfare of the student, provided that the resident keeping the student receives no payment or other remuneration from the parent or guardian for the student's actual housing and support. Receipt by the resident of social security or other similar benefits on behalf of the student do not render a student ineligible.

It is not necessary that guardianship or custody be obtained before a student will be considered for enrollment on an "affidavit" basis.

Complete **Section A Form and see Proof of Residency Documentation List*



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Proof of Residency: Section C Form (Temporary Resident)

Complete this section if **the student is living with a parent/guardian temporarily residing within the district, even if the parent has a domicile elsewhere.**

Parent/Guardian Name: _____ Student Name: _____

Current Temporary Address: _____ _____ _____	Please select the residency situation: <input type="checkbox"/> Live with resident who is NOT the student's legal guardian <input type="checkbox"/> Live in a residence that is owned/leased by someone who is NOT the student's legal guardian	
When did you begin living in this residence? _____	How long do you plan to live within this residence <i>temporarily</i> ? <input type="checkbox"/> Until I move into my new permanent residence on ____/____/____ <input type="checkbox"/> Until the end of this school year <input type="checkbox"/> Unsure at this time/in process	
Previous Address: _____ _____ _____	Do you still own or have an active lease for this previous address? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have any plans to make this temporary residence your permanent residence? <input type="checkbox"/> YES <input type="checkbox"/> NO

If this temporary residency changes to a permanent residency or if you change locations either to your own residence or with another resident, the Guidance Office must be notified accordingly. If no changes are received before August 31, 2019, we will reach out for a verification renewal for the start of the next school year.

In addition to the completed and notarized statement, we will need THREE forms of supplementary residency documentation pursuant to N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22-3.4*

Primary Documentation: 1. Notarized Statement of "Landlord" Affidavit

Supplementary Documentation: 2. _____

3. _____

4. _____

*See Proof of Residency Documentation List



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Proof of Residency: Section D Form (Special Circumstance)

Parent/Guardian Name: _____ Student Name: _____

Please indicate if any of the following apply.

_____ The student is the child of a parent or guardian who has moved to another district as the result of being homeless or displaced. I understand that by selecting this option I will be provided the contact information for the Homeless Liaison at Eastern Regional High School.

_____ 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 Department of Children and Families acting as the student's 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, resulting in relocation of the student.

_____ The student is kept in the home of a person domiciled in the district, other than the parent or 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 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 that I will be contacted by the Eastern Regional High School Guidance Office for further information.

END OF SECTION D

If you experience difficulties with the enrollment process, please see the Director of Guidance, Mr. Susko, or call at 856-784-4441 x1148



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Proof of Residency Documentation List

Please provide a total of **FOUR** pieces of documentation to verify current in-district residency. Below are the most common options available but more options can be found at the link below.

ONE Primary Residency Documentation

(Choose from list below)*

<ul style="list-style-type: none"> ○ Tax Bill or Tax Assessment ○ Deed ○ Contract of Sale ○ Mortgage Statement 	<ul style="list-style-type: none"> ○ Current Lease Agreement or Original Lease Agreement AND Notice of Current Renewal ○ Signed and Notarized Letter from Landlord or owner/renter of domicile (Complete Affidavit)
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AND THREE Supplementary Residency Documentation

(Choose from list below)*

<i>Evidence of personal attachment to the residence (even if in temporary residence):</i>	
<ul style="list-style-type: none"> ○ Copy of current utility bills (i.e. Gas, Electric, etc.) ○ Copy of License ○ Copy of Financial Account Information ○ Copy of Bills other than utilities ○ Canceled Check 	<ul style="list-style-type: none"> ○ Copy of Vehicle Registration &/or Insurance ○ Copy of Medical Report ○ Copy of Benefit or Insurance Claims ○ Copy of Employment documents ○ Copy of Unemployment documents

*To see a full list of documentation options

or for more information about residency, please visit:

<https://www.state.nj.us/education/code/current/title6a/chap22.pdf>

If you have any questions or if we may be of assistance, please feel free to contact Mrs. Cynthia Kendall at ckendall@eccrsd.us or 856.784.4441 extension 1146.

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**Please note:**

**(A)**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.

**(B)**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.

**(C)**Additional information may be requested based on the information provided.



**Affidavit of Residency Statement**

*This statement is to be completed by the **non-guardian/landlord** who **owns/rents** the property in which the student and parent(s)/guardian(s) of the student reside either on a temporary or permanent basis. Please ensure this accompanies a completed Residency Form where applicable.*

I, \_\_\_\_\_ confirm that I **OWN / RENT\*** the property at:

OWNER/RENTER

\_\_\_\_\_, \_\_\_\_\_, New Jersey.  
Street Address Town

I further swear that \_\_\_\_\_ and \_\_\_\_\_  
Name of Student Parent/Guardian

reside at this address and also maintain a permanent residence at this address or will reside here until a permanent residence is established.

***Please select all that apply to this residency situation:***

- There is a current written lease (please provide)**       **There is NO current lease (please provide original)**
- The lease is between the owner and the parent/guardian**       **The lease lists the student & parent/guardian(s) as additional tenants**

**Other leasing situation (please specify):** \_\_\_\_\_

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I, the owner/renter of this residence, have read or had read to me this Affidavit of Residency, that I have completed, and it is true and correct. I understand that I can be held legally responsible for any violation of N.J.S.A.18A:38-1 as a Disorderly Person for fraudulently allowing the use of my residence for education purposes.

Signature of **landlord/non-guardian:** _____ Date: _____

Phone: **CELL / HOME:** _____ Email: _____

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*I, the parent/guardian of the student, verify that this affidavit is valid and that I am in compliance with Statute N.J.S.A.18A:38-1 which I have been provided. I understand that affidavits must be updated annually. I also understand that I will be charged tuition for the number of days attended under a fraudulent affidavit.*

Signature of **Parent/Guardian:** \_\_\_\_\_ Date: \_\_\_\_\_

Phone: **CELL / HOME:** \_\_\_\_\_ Email: \_\_\_\_\_

***To be completed by a Notary Public:***

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

**Please stamp or press seal in this box**